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Sony IJP-V100

*User's*  
**Guide**

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**This product is approved for use in the United States Only.**

Local country laws may prohibit the use of this product outside of United States. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.



**Safety Information**

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

1. Read and understand all instructions in the *User's Guide*.

**WARNING:**

**Potential Shock Hazard**

2. Use only a grounded electrical outlet when connecting the Sony IJP-V100 to a power source. If you don't know whether the outlet is grounded, check with a qualified electrician.

3. Telephone lines can develop hazardous voltages. To avoid electrical shock, do not touch the contacts on the end of the cord, or any of the sockets on the Sony IJP-V100. Replace damaged cords immediately.

4. Never install telephone wiring during a lightning storm.
5. Observe all warnings and instructions marked on the product.
6. Unplug this product from wall outlets and

telephone jacks before cleaning.

7. Do not install or use this product near water or when you are wet.
8. Install the product securely on a stable surface.
9. Install the product in a protected location where no one can step on or trip over line cord, and the line cord will not be damaged.
10. If the product does not operate normally, see Troubleshooting.
11. No operator-serviceable parts inside. Refer servicing to qualified service personnel.

**Notice**

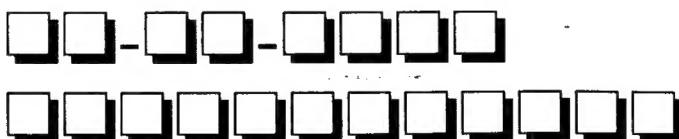
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Information regarding FCC Class B, Parts 15 and 68 requirements can be found in the back of the *User's Guide*.

Complete the following information. You'll need it if you contact your dealer or Sony Electronics, Inc:

Date of Purchase:



Serial Number:



*(Located on the back of the machine.)*

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# Setting Up the Sony IJP-V100

Refer to this chapter for more details about setting up the Sony IJP-V100 than are provided in the Welcome Mat. Perform each step in sequence.

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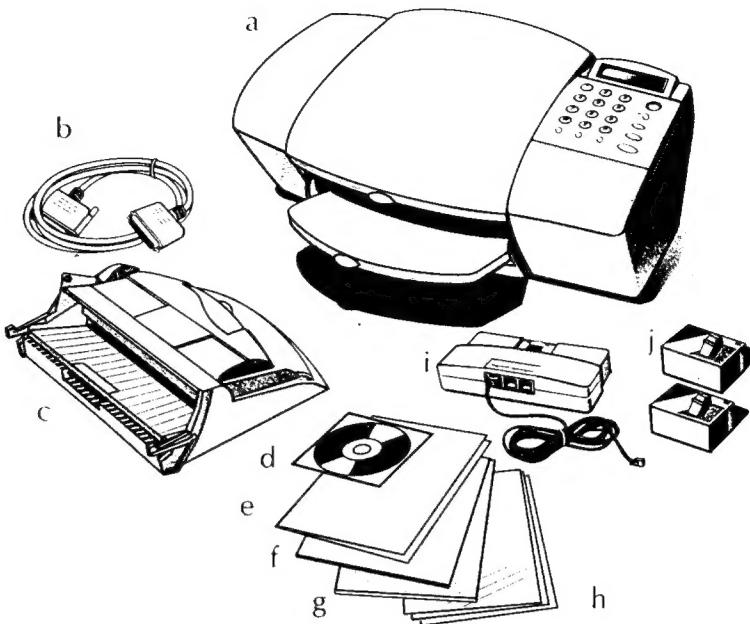
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# Make Sure Everything Is in the Box

Check to make sure you have everything that's shown and listed below.



- a) Sony IJP-V100
- b) Bi-directional parallel cable
- c) Paper/Document loading tray
- d) Sony IJP-V100 software on compact disc (CD-ROM)
- e) *Sony IJP-V100 Welcome Mat*
- f) Warranty card
- g) OmniPage LE Optical Character Recognition (OCR) documentation
- h) Carrier Sheets (for faxing, copying, and scanning smaller-than-standard-sized documents and for protecting photos)
- i) Fax/Phone line connector with attached phone cord
- j) Black and color print cartridges
- k) User's Guide
- l) Troubleshooting Guide

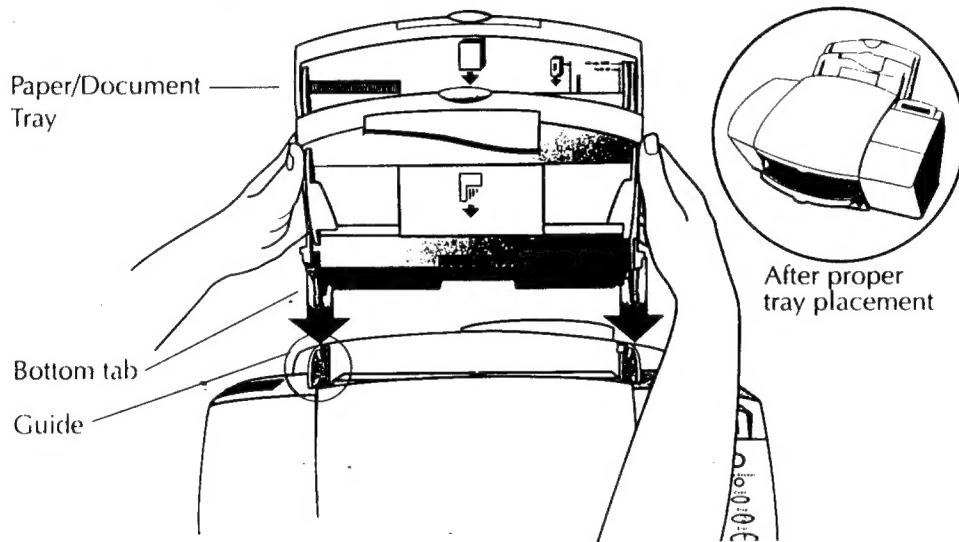
## If you don't have a CD-ROM disc drive

Please call the Sony Technical Response Center at 1-888-4SONYPC (1-888-476-6972) to receive the software on 3.5-inch floppy diskettes.

**Perform each step in sequence:  
All steps are required!**

## 1. Load the Tray

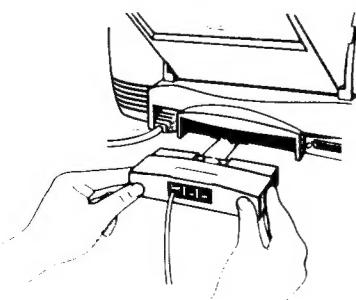
This is easiest to do when you are standing directly over the Sony IJP-V100 with the front facing you. The tray fits into the back of the Sony IJP-V100 near the top as shown.



- Hold the sides of the paper/document tray and insert the bottom tabs into the guides as shown.
- The tray should click into place. Refer to the above inset drawing for how it should look after proper placement.

## 2. Plug in the Line Connector

This is easiest to do when you're facing the back of the Sony IJP-V100.

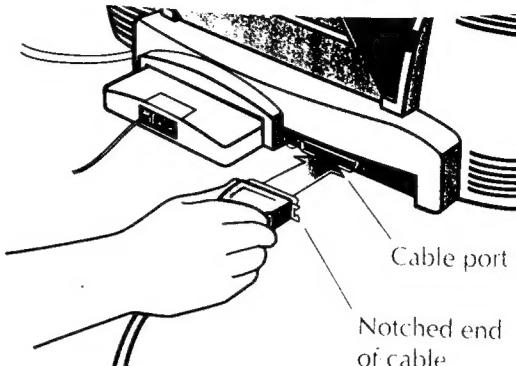


- Insert the fax/phone line connector into its housing area on the back of the Sony IJP-V100. Press it firmly into place. (Once in place, it's difficult to remove.)
- Plug the loose end of the phone cord into the telephone wall jack you'll be using for your fax number.

### 3. Connect the Cables

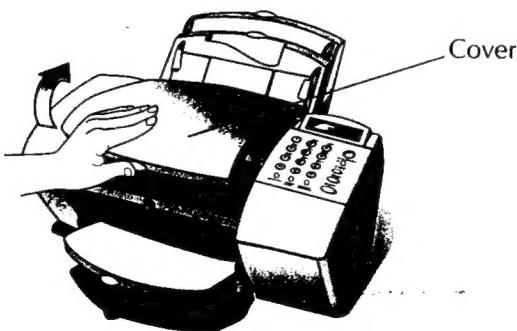
Important: You must attach the enclosed bi-directional parallel cable from the Sony IJP-V100 to your computer. If you don't, the Sony IJP-V100 won't work.

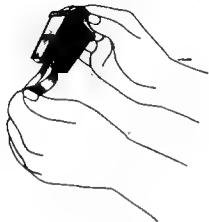
- For safety, turn off your computer before connecting the cables.
- Connect the notched end of the bi-directional parallel cable firmly to the cable port on the back of the Sony IJP-V100. Snap both metal clips into the notches on the connector.
- Plug the other end of the cable into the parallel (LPT1) port on the back of your computer. Tighten the connector's screws.
- Plug the Sony IJP-V100's power cable into a grounded outlet.



### 4. Insert the Print Cartridges

- After you plug in the power, the Sony IJP-V100 will power up automatically. Note that the display on the keypad will read, "See instructions to print demo" until after you install the software in Step 7.
- Wait until the Sony IJP-V100 finishes making start-up noises (about 10 seconds), then open the cover of the Sony IJP-V100. The empty print cartridge holder will move into view.



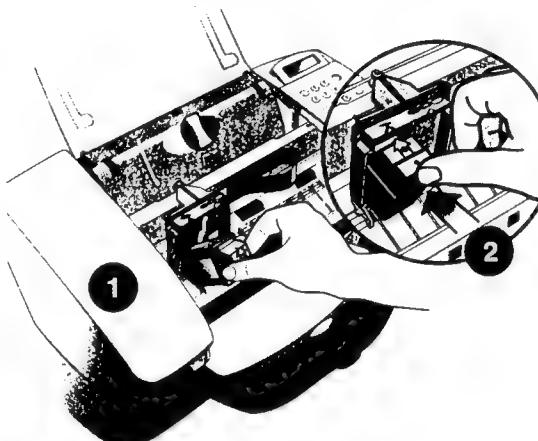


- Remove the black print cartridge from its packaging. Holding the blue top of the cartridge, gently remove both pieces of tape - clear blue and solid white - covering the ink nozzles and vent hole. (If you don't remove the white tape, the ink cartridge will be depleted prematurely.)  
Be careful not to touch the ink nozzles or the copper contacts; fingerprints may damage them.

- Next, place the black print cartridge into the left cartridge holder as shown:

1) First slide in the bottom until it clicks into place.

2) Then push the top forward until the cartridge snaps into place.



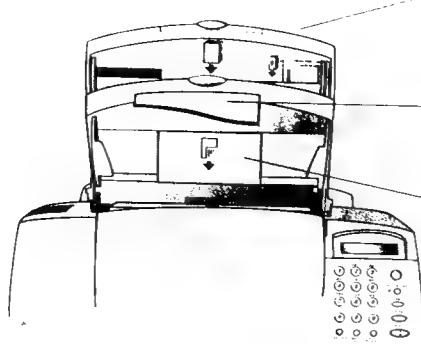
- Remove the color print cartridge from its packaging. Peel off the clear blue tape covering the ink nozzles, then place the color print cartridge into the right cartridge holder and push it forward until it snaps into place. Again, try not to touch the ink nozzles or copper contacts.

- Close the Sony IJP-V100's cover.

Note: If the print cartridge holder moves out of sight before you finish inserting both print cartridges, close the cover all the way, then open it again; the holder will come back into view. To prevent ink drying and clogging the nozzles, the holder will return to the parked position after a few minutes.

## 5.

Now it's time to load blank paper into the paper supply tray. First, a quick description of the three parts of the paper/document tray:

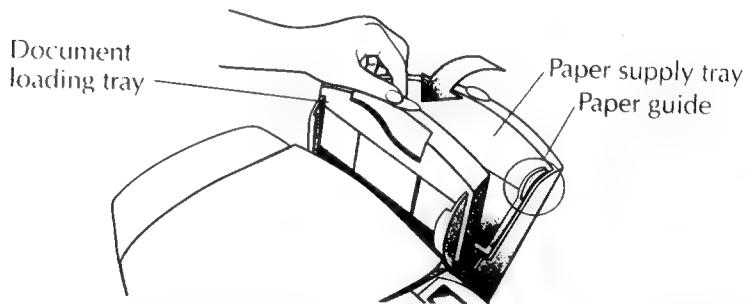


Paper supply tray - Use this tray to load blank paper or a stack of envelopes.

Single-envelope tray - Use this tray to print on a single envelope.

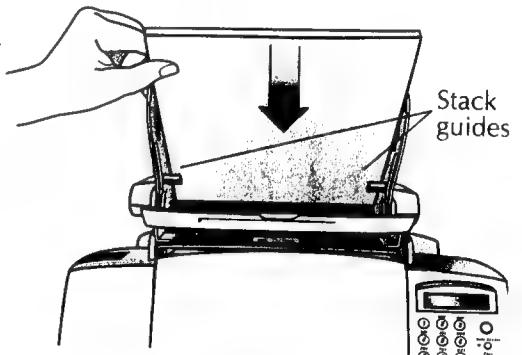
Document loading tray - Use this tray to load your original documents print-side away from you and top-down for faxing, copying, and scanning.

- Pull the front document loading tray forward all the way.



- The paper supply tray is factory set for letter- and legal-size paper. If necessary, adjust the paper guides by pinching and sliding them.

- Load up to 150 sheets of 20-lb paper (about a 1/2-inch-thick stack) into the paper supply tray. Make sure the stack of paper fits behind the stack guides on the lower part of the tray as shown. Load sheets with the print side facing toward you.



- Push the front document loading tray backward until it rests against the paper tray.

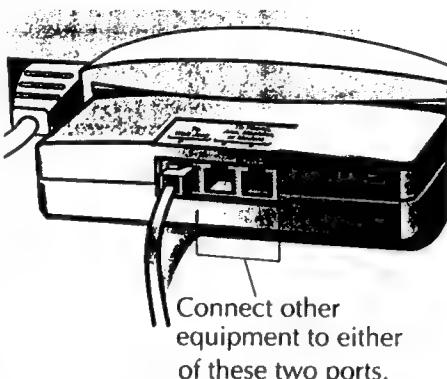
Note: Refer to Chapter 6 for detailed instructions on loading envelopes and other special paper/media types.

## **6. Connect Your Equipment - *REQUIRED!***

When you were installing the fax/phone line connector in Step 2, you may have noticed that two of the ports on the back of the connector were labelled, "To Phone, Answering Machine, or Modem."

That means that either one of these ports can be used to connect any of these three types of devices you have; the two ports are interchangeable.

Remove the plugs from the two ports. (If they're stuck, use the tip of your pen to pry them out.) Then refer to the following instructions to connect your other equipment.



### **What should you connect?**

Based on your particular equipment and the number of telephone lines you have, there's only ONE optimum way to connect.

Please answer the questions in the following table, circle your answers, then look up the appropriate setup scenario in the following "How should you connect?" section.

If you connect to a Sony PC, please refer to the Welcome Mat supplied with the Sony IJP-V100 and the PC.

**Read these questions:****Circle your answers:**

**1** Do you subscribe to a distinctive ring service through your telephone company on the same phone line to which you connected your Sony IJP-V100 (in Step 3)?

(This telephone service, which is unavailable in many areas, allows you to have 2 or 3 phone numbers on the same phone line. Each number has a ring with a different pattern so you can tell the difference between incoming calls.)

**Circle A or B below, then read what to do next.**

A. No, I don't have a distinctive ring service.

*Continue with question 2.*

B. Yes, I have a distinctive ring service.

*You don't need to answer any more questions; skip directly to "Shared line with distinctive ring" later in this chapter for connection instructions.*

**2** Is the Sony IJP-V100 connected to a separate phone line that's dedicated to sending and receiving your fax calls (no voice calls received)?

**Circle C or D below, then read what to do next.**

C. Yes, the Sony IJP-V100 will be connected to a dedicated line.

*Skip to question 4.*

D. No, the Sony IJP-V100 will be connected to a shared phone line that receives both fax and voice calls.

*Continue with question 3.*

**3** Do you use an answering machine or a voicemail feature in your computer to answer voice calls on your shared phone line?

**Circle E, F, or G below, then continue with question 4.**

E. I use an answering machine.

F. I use a voicemail feature in my computer.

G. I use neither an answering machine nor a voicemail feature in my computer.

**4** Do you have a modem - either inside your computer or an external box - on the same phone line you'll be using for the Sony IJP-V100?

(If you're not sure if you have a modem, refer to the following section, "How to tell if you have a modem," before answering this question.)

**Circle H, I, or J below. Then refer to "How should you connect?" to match all of your responses in this column to the right setup scenario.**

H. Yes, I have a modem inside my computer.

I. Yes, I have a modem that's an external box.

J. No, I don't have any kind of modem.

### ***How to tell if you have a modem***

If you answer "Yes" to any of the following questions, then you have a modem. Do you:

- a. Send/receive faxes directly to/from your computer programs?
- b. Use electronic mail (e-mail) on your computer?
- c. Access the Internet or the World Wide Web from your computer?
- d. Transfer data to/from other computers?

### ***How to tell if your modem is inside your computer or an external box***

If your modem is inside your computer, then you'll have a phone cord connected to the back of your computer and going to a wall jack.

If your modem is an external box, one phone cord will be connected from the back of your computer to the box, and another phone cord will go from the box to a wall jack.

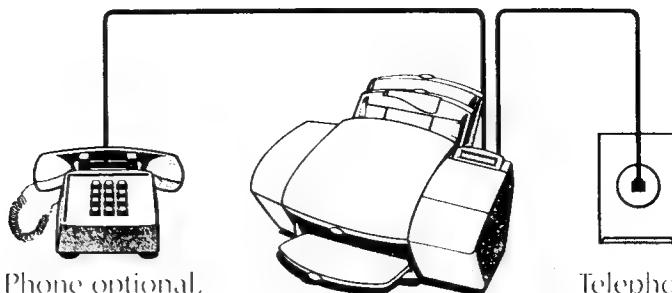
## **How should you connect?**

Write down all of your responses to the questions in "What should you connect?", then refer to the appropriate setup case indicated below. For example, if you answered "A" to question 1, "D" to question 2, "E" to question 3, and "H" to question 4, look up "ADEH."

<b>For responses:</b>	<b>Refer to this section for connection instructions:</b>
ACJ	"Dedicated line"
ACH	"Dedicated line with a PC-modem"
ACI	"Dedicated line with external modem"
ADGJ	"Shared line"
ADGH	"Shared line with a PC-modem"
ADGI	"Shared line with an external modem"
ADEJ	"Shared line with answering machine"
ADFJ	"Shared line with computer voicemail"
ADEH	"Shared line with PC-modem & answering machine"
ADFH	"Shared line with PC-modem & computer voicemail"
ADEI	"Shared line with external modem & answering machine"
ADEF	"Shared line with external modem & computer voicemail"
B	"Shared line with distinctive ring"

### **Dedicated line (Case ACJ)**

If in Step 2 you connected the Sony IJP-V100 to a dedicated phone line (no voice calls received) that has no other equipment connected to it, then use this connection diagram.



Phone optional,  
but recommended

Telephone  
wall jack

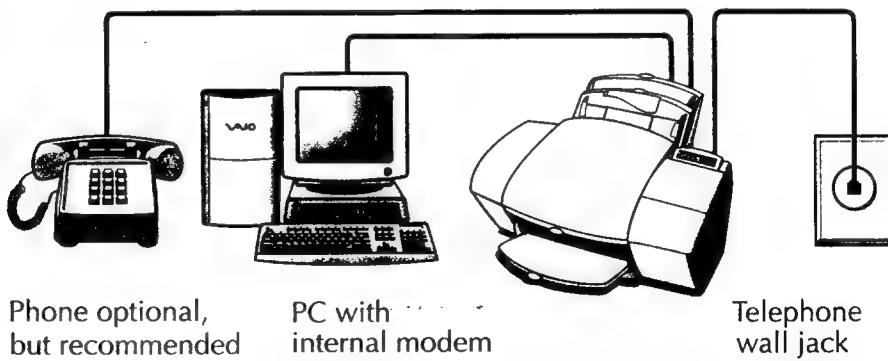
- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

The benefits of connecting a phone in this situation are 1) For the convenience of having a phone close by to make outgoing voice calls, and 2) In case you need to send a fax (press START) after calling someone who must receive their faxes manually.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your fax line will ring once, then the Sony IJP-V100 will answer and begin emitting fax tones to the sending machine.**
- Continue with Step 7, "Install the Software - REQUIRED!"

### **Dedicated line with a PC-modem (Case ACH)**

If in Step 2 you connected the Sony IJP-V100 to a dedicated phone line (no voice calls received) that also has a PC-modem connected to it, then use this connection diagram.



Phone optional,  
but recommended

PC with  
internal modem

Telephone  
wall jack

- **Connect your PC-modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your computer (your PC-modem) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** If your PC-modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

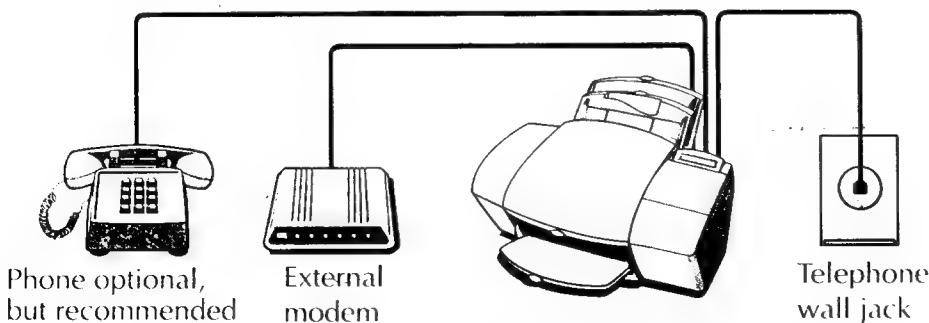
- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

The benefits of connecting a phone in this situation are 1) For the convenience of having a phone close by to make outgoing voice calls, and 2) In case you need to send a fax (press START) after calling someone who must receive their faxes manually.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your fax line will ring once, then the Sony IJP-V100 will answer and begin emitting fax tones to the sending machine.**
- Continue with Step 7, "Install the Software - REQUIRED!"

### **Dedicated line with external modem (ACI)**

If in Step 2 you connected the Sony IJP-V100 to a dedicated phone line (no voice calls received) that also has an external modem connected to it, then use this connection diagram.



- **Connect your external modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** If your external modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

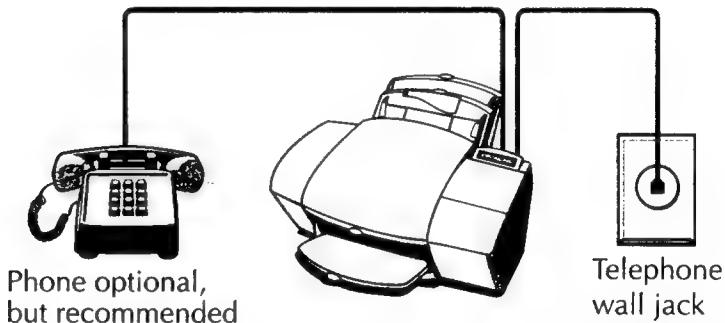
- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

The benefits of connecting a phone in this situation are 1) For the convenience of having a phone close by to make outgoing voice calls, and 2) In case you need to send a fax (press START) after calling someone who must receive their faxes manually.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your fax line will ring once, then the Sony IJP-V100 will answer and begin emitting fax tones to the sending machine.**
- Continue with Step 7, "Install the Software - REQUIRED!"

### ***Shared line (Case ADGJ)***

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that has no other equipment connected to it, then use this connection diagram.



Phone optional,  
but recommended

- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

The main benefits of connecting a phone in this situation are 1) For the convenience of having a phone close to the Sony IJP-V100 so that you can reach the START button when you receive faxes manually, and 2) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually.

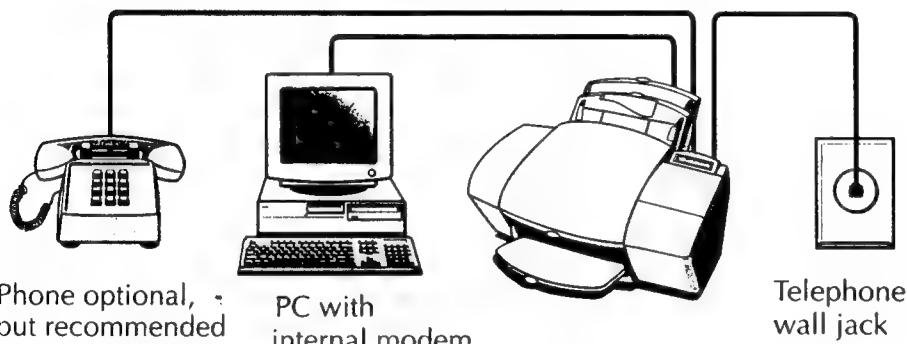
- Because you don't have an answering machine or computer voicemail on this phone line, you'll need to **receive faxes manually;** the Sony IJP-V100 will NOT answer incoming calls automatically.

**To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the Sony IJP-V100, then hang up the phone.** Refer to "Manually receiving faxes" in Chapter 3 for more information.

- Continue with Step 7, "Install the Software - REQUIRED!"

### ***Shared line with a PC-modem (Case ADGH)***

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has a PC-modem connected to it, then use this connection diagram.



- **Connect your PC-modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your computer (your PC-modem) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** If your PC-modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

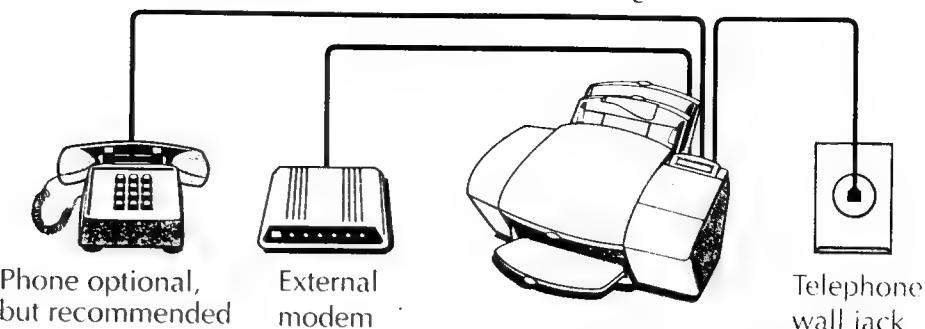
The main benefits of connecting a phone in this situation are 1) For the convenience of having a phone close to the Sony IJP-V100 so that you can reach the START button when you receive faxes manually, and 2) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually.

- Because you don't have an answering machine or computer voicemail on this phone line, you'll need to **receive faxes manually**; the Sony IJP-V100 will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the Sony IJP-V100, then hang up the phone.** Refer to "Manually Receiving Faxes" in Chapter 3 for more information.

- Continue with Step 7, "Install the Software - REQUIRED!"

### ***Shared line with an external modem (Case ADGI)***

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has an external modem connected to it, then use this connection diagram.



- **Connect your external modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** If your external modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

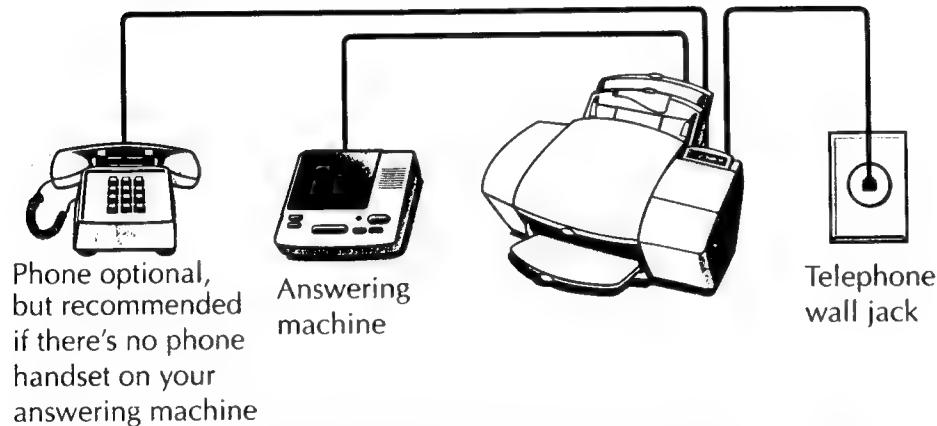
The main benefits of connecting a phone in this situation are 1) For the convenience of having a phone close to the Sony IJP-V100 so that you can reach the START button when you receive faxes manually, and 2) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually.

- Because you don't have an answering machine or computer voice-mail on this phone line, you'll need to **receive faxes manually**; the Sony IJP-V100 will NOT answer incoming calls automatically. **To receive a fax manually:** When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the Sony IJP-V100, then hang up the phone. Refer to "Manually Receiving Faxes" in Chapter 3 for more information.

- Continue with Step 7, "Install the Software - REQUIRED!"

### **Shared line with answering machine (Case ADEJ)**

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has an answering machine connected to it, use this connection diagram.



- **Connect your answering machine to the Sony IJP-V100.**

Connect the phone line from your answering machine to either of the ports labelled, "To Phone, Answering Machine, or Modem" on the back of the Sony IJP-V100.

Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.

- **Connect your phone to the Sony IJP-V100.** If your answering machine doesn't have an attached phone handset, connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

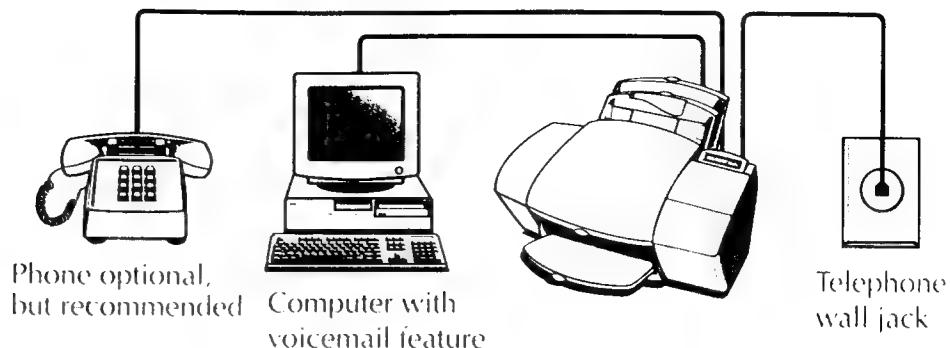
The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make and receive voice calls.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your answering machine will pick up the call after the number of rings you've set, then the Sony IJP-V100 will "listen" while the answering machine plays its greeting. If the Sony IJP-V100 detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the Sony IJP-V100 as described here, you may not receive your faxes properly.**

- Continue with Step 7, "Install the Software - REQUIRED!"

## ***Shared line with computer voicemail (Case ADFJ)***

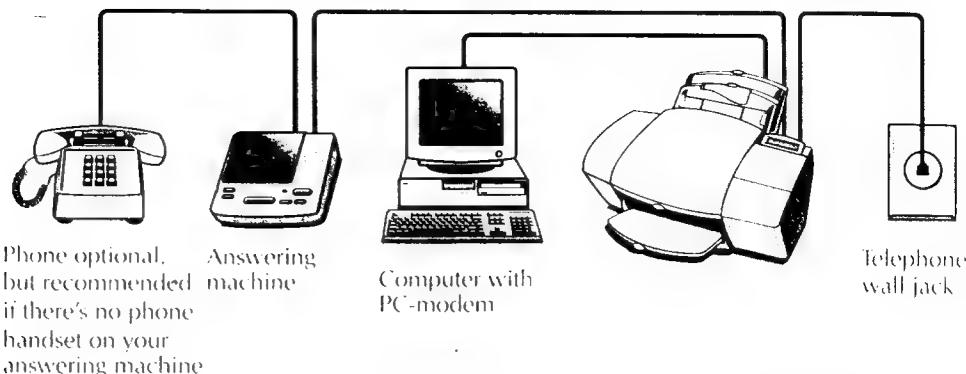
If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has computer voicemail to answer voice calls, use this connection diagram.



- **Connect your computer voicemail phone cord to the Sony IJP-V100.** Locate the phone cord that goes from the back of your computer to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."   
Important: Set your voicemail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.
- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."   
The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make and receive voice calls.
- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: Your computer voicemail will pick up the call after the number of rings you've set, then the Sony IJP-V100 will "listen" while voicemail plays its greeting. If the Sony IJP-V100 detects fax tones, it will cut off the voicemail and receive the fax. **If you don't connect your computer voicemail phone cord directly to the Sony IJP-V100 as described here, you may not receive your faxes properly.**
- Continue with Step 7, "Install the Software - REQUIRED!"

## **Shared line with PC-modem & answering machine (Case ADEH)**

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has a PC-modem and an answering machine connected to it, use this connection diagram.



- **Connect your PC-modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your computer (your PC-modem) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

Important: If your PC-modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

- **Connect your answering machine to the Sony IJP-V100.** Connect the phone line from your answering machine to either of the ports labelled, "To Phone, Answering Machine, or Modem" on the back of the Sony IJP-V100.

Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.

- **Connect your phone to your answering machine.** If your answering machine doesn't have an attached phone handset, connect the cord from your phone to the back of your answering machine.

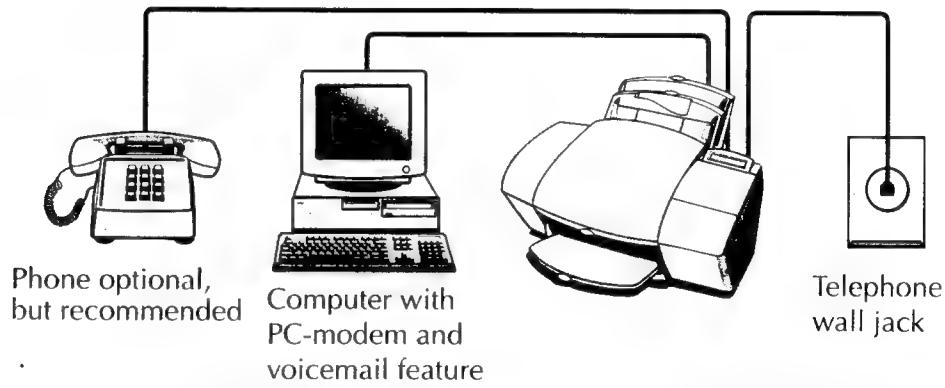
The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make and receive voice calls.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your answering machine will pick up the call after the number of rings you've set, then the Sony IJP-V100 will "listen" while the answering machine plays its greeting.** If the Sony IJP-V100 detects fax tones, it will cut off the answering machine and receive the fax. **If you don't connect your answering machine directly to the Sony IJP-V100 as described here, you may not receive your faxes properly.**

- Continue with Step 7, "Install the Software - REQUIRED!"

### ***Shared line with PC-modem & computer voicemail (Case ADFH)***

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has a PC-modem connected to it and computer voicemail to answer voice calls, use this connection diagram.



- **Connect your PC-modem and voicemail phone cord to the Sony IJP-V100.** Find the phone cord that goes from the back of your computer (for your PC-modem and voicemail) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** Set your voicemail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.

**Important:** If your PC-modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

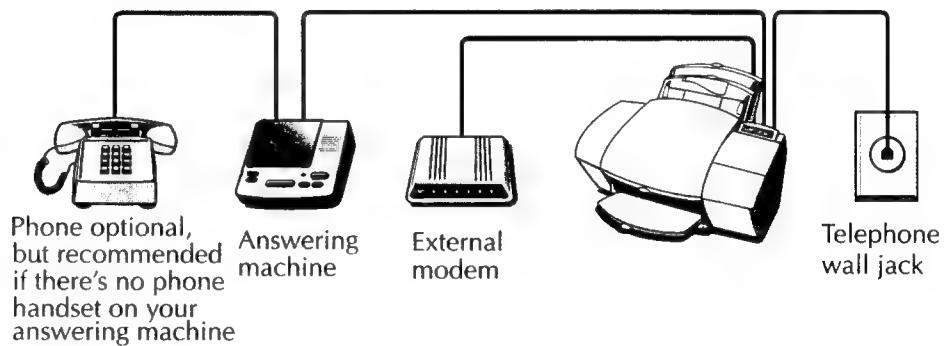
- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make and receive voice calls.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your computer voicemail will pick up the call after the number of rings you've set, then the Sony IJP-V100 will "listen" while voicemail plays its greeting. If the Sony IJP-V100 detects fax tones, it will cut off the voicemail and receive the fax. If you don't connect your computer voicemail phone cord directly to the Sony IJP-V100 as described here, you may not receive your faxes properly.**
- Continue with Step 7, "Install the Software - REQUIRED!"

### ***Shared line with external modem and answering machine (Case ADEI)***

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has an external modem and an answering machine connected to it, then use this connection diagram.



Phone optional,  
but recommended  
if there's no phone  
handset on your  
answering machine

Answering  
machine

External  
modem

Telephone  
wall jack

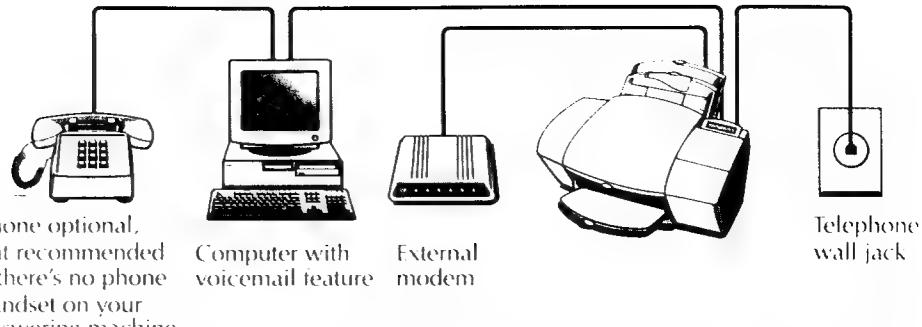
- **Connect your external modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** If your external modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

- **Connect your answering machine to the Sony IJP-V100.** Plug the phone line from your answering machine to either of the ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."  
Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.
- **Connect your phone to your answering machine.** If your answering machine doesn't have an attached phone handset, connect the cord from your phone to the back of your answering machine.  
The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make and receive voice calls.
- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: **Your answering machine will pick up the call after the number of rings you've set, then the Sony IJP-V100 will "listen" while the answering machine plays its greeting. If the Sony IJP-V100 detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the Sony IJP-V100 as described here, you may not receive your faxes properly.**
- Continue with Step 7, "Install the Software - REQUIRED!"

### ***Shared line with external modem and computer voicemail (Case ADFI)***

If in Step 2 you connected the Sony IJP-V100 to a shared phone line (receives both voice and fax calls) that also has an external modem connected to it and computer voicemail to answer voice calls, then use this connection diagram.



- **Connect your external modem to the Sony IJP-V100.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** If your external modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

- **Connect your computer voicemail phone cord to the Sony IJP-V100.** Locate the phone cord that goes from the back of your computer to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

**Important:** Set your voicemail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.

- **Connect your phone to your computer.** Connect the cord from your phone to the back of your computer.

The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make and receive voice calls.

- After you install the software in Step 7, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the Sony IJP-V100: Your computer voicemail will pick up the call after the number of rings you've set, then the Sony IJP-V100 will "listen" while voicemail plays its greeting. If the Sony IJP-V100 detects fax tones, it will cut off the voicemail and receive the fax. If you don't connect your computer voicemail phone cord directly to the Sony IJP-V100 as described here, you may not receive your faxes properly.

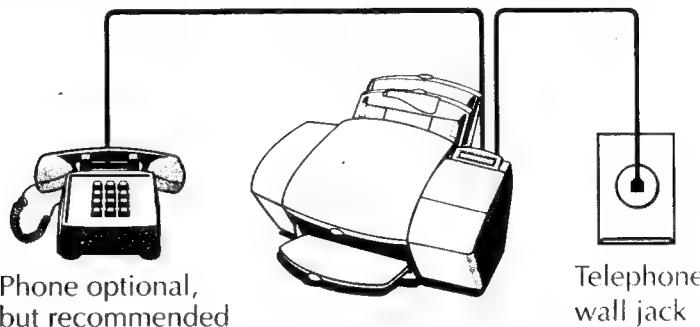
- Continue with Step 7, "Install the Software - REQUIRED!"

## ***Shared line with distinctive ring (Case B)***

If in Step 2 you connected the Sony IJP-V100 to a phone line that uses a distinctive ring service through your telephone company, use this connection diagram.

The distinctive ring telephone service, which is unavailable in many areas, allows you to have 2 or 3 phone numbers on the same phone line. Each number has a ring with a different pattern so you can tell the difference between incoming calls.

For more detailed information on setting up Distinctive Ring, refer to "Using Distinctive Ring" under "Using Advanced Fax Features and Settings" in Chapter 3.



- **Connect your phone to the Sony IJP-V100.** Connect the cord from your phone to either of the two ports on the back of the Sony IJP-V100 labelled, "To Phone, Answering Machine, or Modem."

The main benefits of connecting a phone in this situation are 1) In case you need to send a fax (press START) while having a conversation with someone who must receive their faxes manually, and 2) For the convenience of having a phone close by to make outgoing voice calls.

**Important:** If you have an answering machine for receiving voice calls on this phone line (different phone number), set it to answer after 3 or more rings. If you don't, your Sony IJP-V100 will not be able to receive your fax calls.

**Important:** If you have a PC-modem or an external modem on this phone line (different phone number), turn off the setting in the modem's software that automatically receives faxes to your computer; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

- Continue with Step 7.

## REQUIRED!

You must install the software before using your new Sony IJP-V100 – if you don't, the Sony IJP-V100 won't work.

Important: If you don't have a CD-ROM disc drive, please call the Sony Technical Response Center 1-888-4SONYPC at (1-888-476-6972) to receive the software on 3.5-inch floppy diskettes.

1. Turn on your computer. Or, if you did not turn off your computer previously in Step 3, restart your computer now.

One of two things will happen: Either the "New Hardware Found" screen will be displayed, or just the Windows 95 desktop will be displayed.

2. *If "New Hardware Found" is displayed:*

Choose "Driver from disk provided by manufacturer," then click **OK**. Insert the Sony IJP-V100 CD into your CD-ROM drive, or if you have floppy disks, insert Disk #1 into your floppy drive. Make sure the correct drive is displayed in the dialog box, for example, "d:" for your CD-ROM drive or "a:" for your floppy drive. Click **OK**. Continue at step 4 below.

3. *If just the Windows® 95 desktop is displayed:*

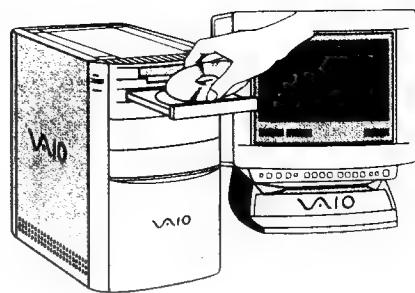
Insert the Sony IJP-V100 CD into your CD-ROM drive, or if you have floppy disks, insert Disk #1 into your floppy drive. If you're installing from the CD, the Sony IJP-V100 Welcome screen will be displayed after a few seconds. If you're installing from a floppy disk, choose **Run** from the Start menu in Windows 95®, then type:

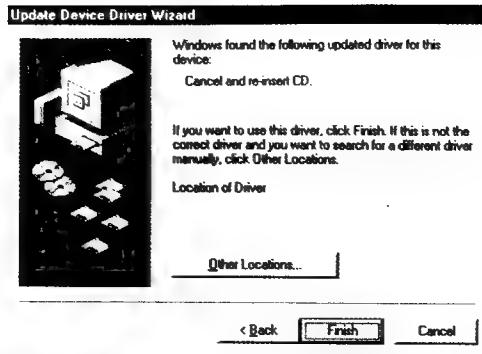
**a:\setup.exe**

where "a:" represents the letter of your floppy disk drive. Click **OK**.

For some PCs, including the Sony PCV-150 you may see the "Update Device Driver Wizard" screen.

If the "Update Device Driver Wizard" screen appears (see page 1-24), click "Cancel" and re-insert the IJP-V100 CD. When the installation program appears, click "Install the Sony IJP-V100 software on your PC," and complete the procedure.





4. At the Sony IJP-V100 Welcome screen, click **Install** to begin installing your software. You'll be asked to confirm the file location and computer port where the Sony IJP-100 will be installed. Follow all instructions on the screen.  
After the files are copied to your computer, the Sony IJP-V100 Setup Wizard will help you customize your Sony IJP-V100 so that it runs best with your particular setup.

## 8. Make Sure Everything Works Properly

Congratulations! You are now set up to print, fax, copy and scan with your new Sony IJP-V100!

If you want to make sure everything is working well — or to get a quick start on learning some basics — follow the simple instructions below to fax, print, copy, and scan. You'll be amazed at how fast and easy it is!

### Receive a fax

To verify that you can receive faxes properly, call 1-888-4SONYPC to have Sony product information faxed to you.

If you have any trouble receiving the fax, review Step 6. If you still have problems, refer to the Troubleshooting Guide.

### Print a report

Print the Self Test Report to test the printing feature. Here's how:

- 1 On your Windows desktop, double-click **VAIO™ Document Space**, click **Sony IJP-V100**, then select **Settings and Maintenance**.

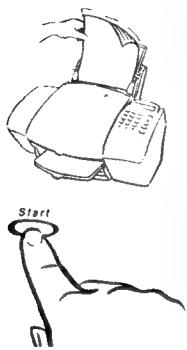
- 2** Click the Maintenance tab, then click Self Test to begin printing the Self Test Report.

This report shows you the current and factory settings in your Sony IJP-V100, and can help you diagnose print cartridge problems.

## Make a copy

Make a copy of the Self Test Report to test the copying feature. Here's how:

- 1** Place the report in the document tray with the printed side away from you.



- 2** Press the Copy button once, then enter the number of copies you want (up to 99).

- 3** Press the Copy button again to begin copying.

## Scan a page to your computer

Scan the Self Test Report to test the scanning feature. Here's how:



- 1** Place the report in the document tray with the printed side facing away from you.

- 2** Now look at your computer screen! The Sony IJP-V100 Prompt asks you what you want to do. Click Scan. The Scan dialog box will be displayed.

- 3** Click Start Scan to begin scanning. The scanned document will be displayed on your computer screen.

## What's Next?

Now that you've successfully set up your new Sony IJP-V100, why not start using it right away?

For a really quick start, try this:

- Read through the summary at the beginning of Chapter 2: A Quick Tour of How to Do Everything. This chapter will get you up-and-running quickly, as well as point you in the direction of help alternatives (if you should need them).
- While using the software, click **Help** and check out the new Sony IJP-V100 on-line Help. This exciting new Help system was designed to give you *exactly* the information you need, *when* you need it - Help will even guide you step-by-step through solving problems!
- If your Sony IJP-V100 does not seem to be working properly, refer to the Troubleshooting Guide. You'll find lots of troubleshooting information and other sources of help.

# A Quick Tour of How to Do Everything

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**R**ead this chapter for a quick start in learning the basics about the Sony IJP-V100.

This is the summary that contains abbreviated information about how to do your everyday tasks. You'll also find many pointers to more information and how to get help.

<i>Sending Faxes</i> .....	<b>2-2</b>
• Sending paper documents .....	2-2
• Sending a fax directly from your software program .....	2-3
<i>Copying</i> .....	<b>2-4</b>
• Basic copying from the Sony IJP-V100 keypad....	2-4
• Using advanced copy settings in the Sony IJP-V100's software .....	2-5
<i>Scanning</i> .....	<b>2-6</b>
• Scanning images.....	2-6
• Scanning text for editing (OCR) .....	2-7
<i>Printing</i> .....	<b>2-7</b>
<i>Using the Help System</i> .....	<b>2-8</b>
<i>Other Ways to Get Help</i> .....	<b>2-9</b>

# Sending Faxes

## Sending paper documents

Fax paper documents from the keypad anytime, or fax from the VAIO Document Assistant screen on your computer when you want additional fax options like attaching a cover sheet, or sending to more than one location.

### *From the Sony IJP-V100 keypad*



- 1 Load your document top down in the document tray with the printed side facing away from you (up to 20 pages). If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.



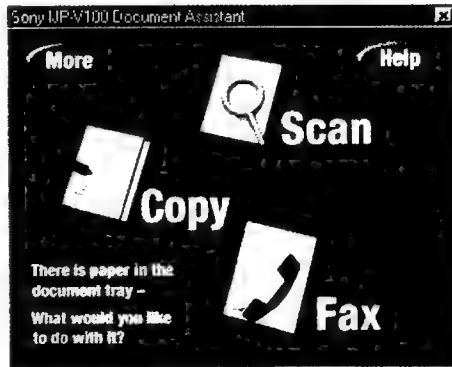
- 2 Dial the fax number on the Sony IJP-V100 keypad.

- 3 Press the Start button to begin faxing.

For information on redialing and other dialing methods, see Chapter 3.

### *From the VAIO Document Assistant screen*

The VAIO Document Assistant is displayed on your computer when you load your document into the document tray.



# Sending a Paper Document

To fax paper documents, load the document in the document tray, then *either* dial from the Sony IJP-V100 keypad, *or* select Fax from the VAIO Document Assistant.

## Using a document carrier to protect your original

Three document carriers are provided in the box with your Sony IJP-V100. (They are protective sleeves that have a transparent plastic front and white paper backing.) Use these document carriers to protect your fragile or damaged original documents from potential harm while they're fed through the Sony IJP-V100's document tray.

Place your document inside a document carrier before copying, faxing, or scanning when your original document is:

- Smaller than standard letter size (8.5 x 11 inches). Non-standard pages may not load properly and could jam inside the Sony IJP-V100.
- Torn. Rough edges may cause a paper jam inside the Sony IJP-V100.
- Precious or fragile. For example, a photograph or a legal document.
- Very thin paper. Less than 20-lb weight paper may not load properly and could jam inside the Sony IJP-V100.

When placing the document carrier into the document tray, load it with the sealed edge down and the transparent side facing away from you.

**Caution:** To avoid damaging the Sony IJP-V100, do not use the document carrier to protect anything thicker than a photograph.

*For information about....*

....Options available in the Send Fax dialog box, click the **Help** button in the lower right-hand corner.

....How to use the Phone Book for entering fax names, numbers and speed dial setup, double-click **VAIO Document Space** on your Windows desktop, click **Fax**, and select **Phone Book**. Then click the **Help** button in the lower right-hand corner.

## Copying

### Basic copying from the Sony IJP-V100 keypad



- 1 Make sure **blank paper** is loaded in the paper tray. Only letter- and legal-size paper may be used for copying.



- 2 Load your document in the document tray with the printed side facing away from you (up to 20 pages). If necessary, slide the document guides to adjust them for the width of your document.



- 3 Press the **Copy** button, then enter the number of copies you want (up to 99).

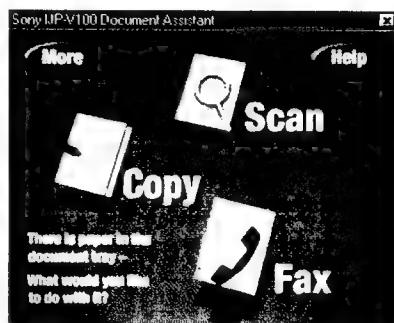
- 4 Press the **Copy** button again to begin copying. The entire original document will be scanned before copying begins. The original document will be face-down in the output tray, and the copies will be face-up.

See Chapter 4 for more detailed information about copying.

# Using advanced copy settings in the Sony IJP-V100's software

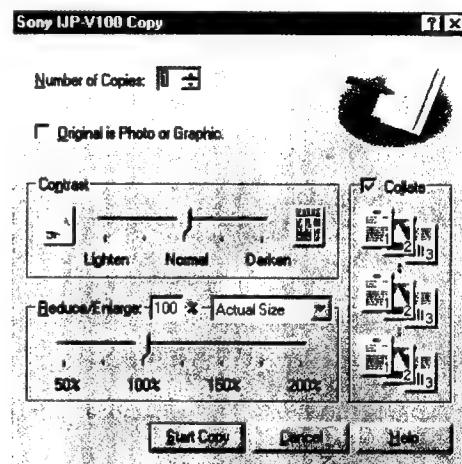
- 1** Load your document in the Sony IJP-V100's document tray, then look at your computer screen. The VAIO Document Assistant asks you what you'd like to do with the document.

The VAIO Document Assistant asks you what you want to do.



- 2** Click **Copy** and the Copy dialog box will be displayed.

The Copy dialog box has advanced copy settings.



Now you can do any of the following:

- Enter the number of copies you want – up to 99
- Turn off collating (the factory setting)
- Copy a photograph or graphic at the optimum setting
- Reduce your document to as small as 50% of the original size or enlarge your document to as much as 200%
- Make the copy lighter or darker than the original

- 3** When finished making your custom selections, click **Start Copy** to begin copying.

For more information about the settings in the Copy dialog box, click the **Help** button on the lower right-hand corner, or refer to Chapter 4.

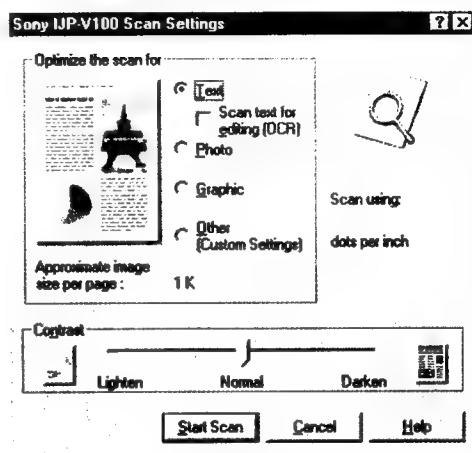
## Scanning images



- 1** Load your document top down in the document tray with the printed side facing away from you (up to 20 pages). If necessary, slide the document guides to adjust them for the width of your document. The VAIO Document Assistant will be displayed on your computer screen.

- 2** Click Scan at the VAIO Document Assistant. The Scan dialog box will be displayed.

Select your scan settings from the Scan dialog box.



- 3** Click **Text**, **Photo**, or **Graphic** to optimize one of these during the scan. (Click **Help** for more information about each of these scanning options.)

- 4** If necessary, **adjust the contrast**.

- 5** Click **Start Scan** to begin scanning. The scanned document will be displayed on your computer screen as it's scanned.

- 6** **Explore** the many options in the Image Viewer pull-down menus to find out what you can do to enhance your scanned image.

For more information about scanning images, see Chapter 5, click the **Help** button in the Scan dialog box, or pull down the Help menu and select **Help Topics** in the Image Viewer screen.

## Scanning text for editing (OCR)

① Follow the previous instructions for scanning images, except in step 3, click the **Scan text for editing (OCR)** checkbox.

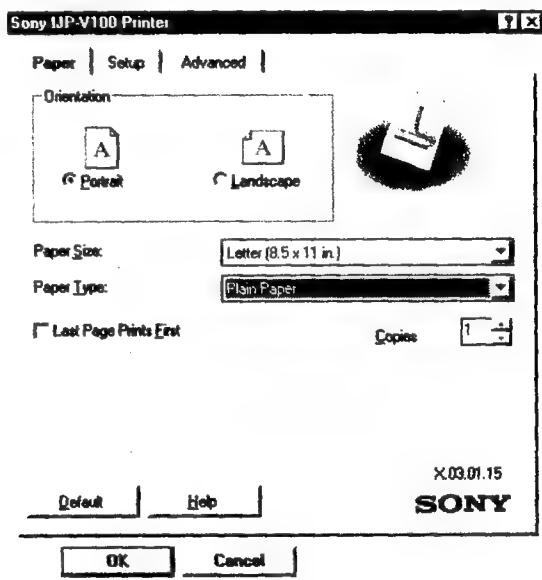
② Now you can make changes to the text you scanned. Pull down the **Help** menu in the Image Viewer screen and select **Help Topics** for information about your editing options.

## Printing

You can print on many types of paper and other media: plain paper, premium paper, transparencies, envelopes, and more. Refer to Chapter 6 for specific information on supported media sizes, types, and weights, and for special loading instructions.

- To access the printing controls — the Paper, Setup, and Advanced tabs — double-click **VAIO Document Space** on your Windows desktop, click **Print**, then select **Print Settings**.

Explore all three Print settings tabs: Paper, Setup, and Advanced.



For more information on printing and the print settings, click **Help** or see Chapter 6.

# Using the Help System

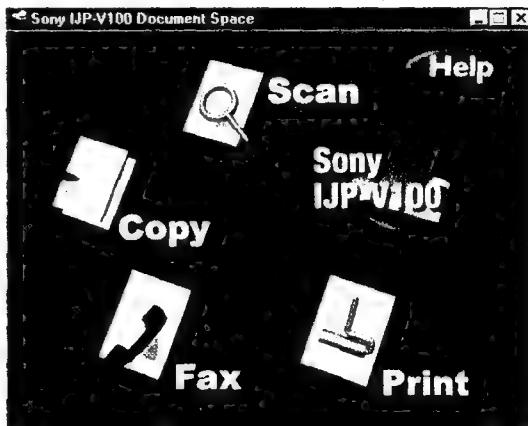
The Sony IJP-V100 Help system was designed to give you the information you need, *when* you need it - Help will even guide you step-by-step through solving problems.

Just click the **Help** button in any of the Sony IJP-V100 dialog boxes when you need it, or explore the many topics from the main menu of Help.

Here's how to access the main menu:

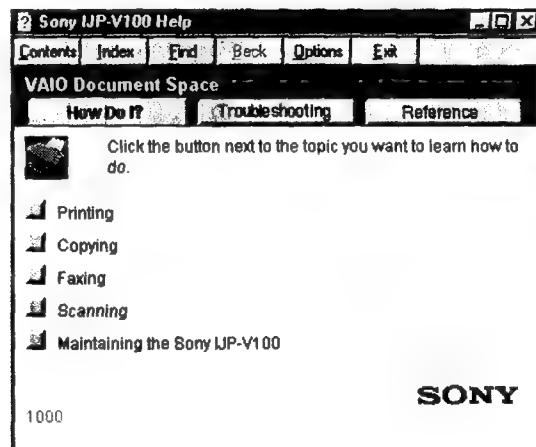
- ① On your Windows desktop, double-click VAIO Document Space. The VAIO Document Space menu will be displayed.

The VAIO Document Space menu.



- ② Click the **Help** button in the upper right-hand corner.

The main menu of the Help system.



Click through each of the three main menu tabs to learn more about the types of help that are available to you.

**How Do It?** - Provides step-by-step instructions on accomplishing your tasks.

**Troubleshooting** - Helps you pinpoint the causes of problems and solve any difficulties you may experience.

**Reference** - Contains other information you might like to know about your Sony IJP-V100, as well as a detailed guide to using each feature in the Sony IJP-V100 software.

? - Help is also available in every Sony IJP-V100 dialog box. Click the ? in the upper right corner of the dialog box, then click the setting you want to know more about. A brief description of the setting will be displayed.

## Other Ways to Get Help

Here are some other ways to get help if you need it:

### If you need to . . .

Make changes to your Sony IJP-V100 equipment or software setup

Verify correct operation of your Sony IJP-V100

Understand the meaning of a particular message displayed on the Sony IJP-V100 keypad

Call someone to help you solve a problem, get product information, or place an order

See a list of detailed Sony IJP-V100 specifications

### Look at . . .

- Welcome Mat
- Chapter 1 of this *User's Guide*

- Chapter 1, "Step 8. Make Sure Everything Works Properly" section

- Troubleshooting Guide, "Understanding the Messages Displayed on the Sony IJP-V100 Keypad" section

- Troubleshooting Guide, "Sources of Information and Help" section

- Chapter 7

# Faxing

Read this chapter to learn how to send and receive faxes, both from the Sony IJP-V100 keypad and from the software. You'll also learn how to change the fax settings in both locations.

<i>Sending a Paper Document</i> .....	3-2
• Using a document carrier to protect your original.....	3-2
• Sending from the keypad.....	3-3
• Sending from the VAIO Document Assistant .....	3-6
<i>Sending a Fax Directly from Your Software Program</i> .....	3-7
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• Loading the paper supply .....	3-8
• Answering settings .....	3-9
• Manually receiving faxes.....	3-9
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• Advanced fax send features.....	3-11
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• Viewing lists of all sent and received faxes .....	3-25
• Printing the fax reports .....	3-26
• Adjusting sound volumes.....	3-26
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# Sending a Paper Document

To fax paper documents, load the document in the document tray, then *either* dial from the Sony IJP-V100 keypad, *or* select Fax from the VAIO Document Assistant.

## Using a document carrier to protect your original

Three document carriers are provided in the box with your Sony IJP-V100. (They are protective sleeves that have a transparent plastic front and white paper backing.) Use these document carriers to protect your fragile or damaged original documents from potential harm while they're fed through the Sony IJP-V100's document tray.

Place your document inside a document carrier before copying, faxing, or scanning when your original document is:

- Smaller than standard letter size (8.5 x 11 inches). Non-standard pages may not load properly and could jam inside the Sony IJP-V100.
- Torn. Rough edges may cause a paper jam inside the Sony IJP-V100.
- Precious or fragile. For example, a photograph or a legal document.
- Very thin paper. Less than 20-lb weight paper may not load properly and could jam inside the Sony IJP-V100.

When placing the document carrier into the document tray, load it with the sealed edge down and the transparent side facing away from you.

**Caution:** To avoid damaging the Sony IJP-V100, do not use the document carrier to protect anything thicker than a photograph.

## Sending from the keypad



**1** Load your document top down in the document tray, and with the printed side facing away from you (up to 20 pages, or a single document carrier).

If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

Note: Always remove staples and paper clips from your original before faxing to avoid equipment damage.

**2** Dial the fax number on the Sony IJP-V100 keypad.

See the following three sections to learn about other ways of dialing.

Note: When entering the fax number, be sure to include all the numbers you would enter if you were dialing the number from a phone. (For example, enter 1 and the area code for long-distance calls.)

**3** Press the Start button to begin faxing.

To cancel a fax in progress, press the Stop button on the Sony IJP-V100 keypad.

Notes: For more information about the following topics, look under "Using Advanced Fax Features and Settings" later in this chapter:

- 1) Resolution and Contrast settings are described under "Controlling how your faxed documents will look."
- 2) Redialing instructions are in the "Redialing a fax number" section.

### Dialing in real time

With the faxing method described above, dialing begins *after* you press the Start button. There may be times, however, when you want to dial in real time instead. For example, if you're charging your fax call to a calling card, you'll need to wait for the acceptance tone of your telephone company before dialing the calling card number.

To dial in real time:

- 1** Load your document in the document tray.
- 2** Press the **Start** button on the Sony IJP-V100 Keypad.  
The message display on the Sony IJP-V100 will read "Off hook..." and you'll hear a dial tone.
- 3** Dial your phone company's access code, then dial the fax number on the Sony IJP-V100 keypad. The numbers will be dialed immediately, as if you were dialing from a telephone. Listen for the acceptance tone of your phone company, then dial your calling card number.

### ***Dialing from a telephone that's connected directly to the Sony IJP-V100***

Instead of dialing from the Sony IJP-V100 keypad, you may prefer to dial your fax number directly from a telephone. Use a phone that's connected either directly to the back of the Sony IJP-V100, or to another device that's connected directly to the back of the Sony IJP-V100 (like an answering machine or modem).

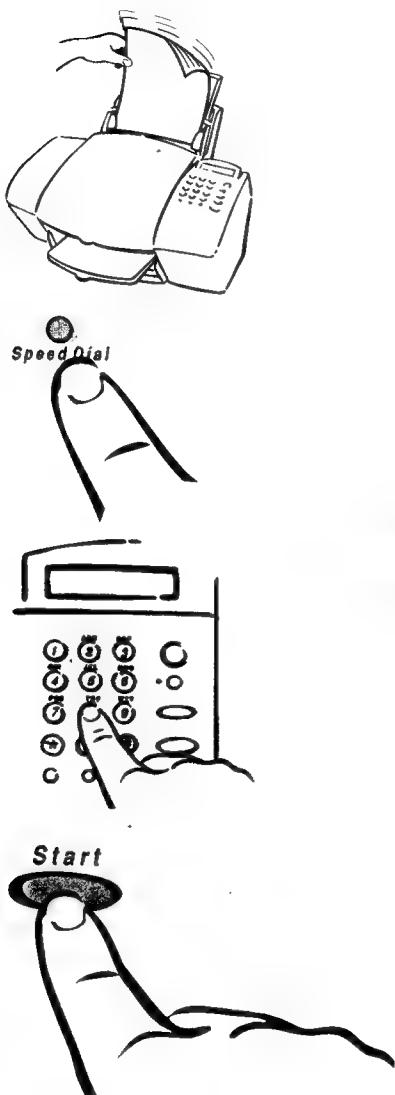
To dial directly from a telephone:

- 1** Load your document in the document tray.
- 2** Pick up the handset of your telephone.  
The message display on the Sony IJP-V100 will read, "Phone off-hook."
- 3** Dial the fax number on the telephone's keypad and wait for the line to begin ringing.
- 4** Press the **Start** button on the Sony IJP-V100 to begin faxing.

## **Speed dialing**

Once you've assigned speed dial codes to your fax numbers using the VAIO Document Space software (look under "Advanced fax send features" later in this chapter), you can quickly dial those numbers using the **Speed Dial** button and a one- or two-digit speed dial code.

To speed dial:



**1** Load your document in the document tray.

**2** Press the **Speed Dial** button on the Sony IJP-V100 keypad.

**3** Dial the **1- or 2-digit speed dial code**.

**4** Press the **Start** button on the Sony IJP-V100 keypad.

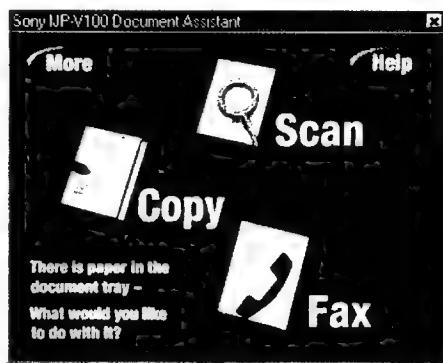
# Sending from the VAIO Document Assistant

**1** Load your document top down in the document tray, and with the printed side facing away from you (up to 20 pages, or a single document carrier). If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

Note: Always remove staples and paper clips from your original before faxing to avoid equipment damage.

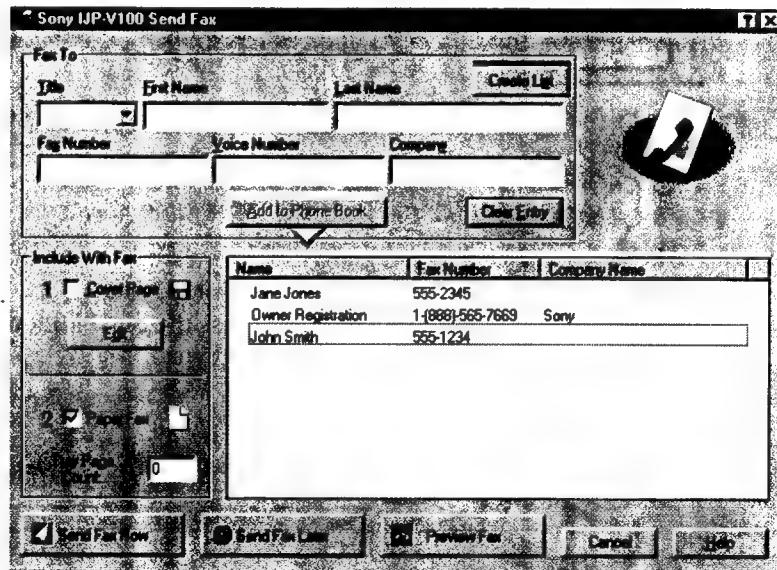
Now look at your computer screen: The VAIO Document Assistant asks you what you want to do with the document you've loaded.

When you load your document, the VAIO Document Assistant asks you what you want to do.



**2** Click the Fax button. The Send Fax dialog box is displayed.

Enter the fax number or click a Phone Book entry.



**3** Enter the **fax number** in the Fax Number box, or click an entry in your Phone Book. Enter any other information, such as a name.

Note: When entering the fax number, be sure to include all the numbers you would enter if you were dialing the number from a phone. (For example, enter 1 and the area code for long-distance calls.)

For more information about the other features and settings in the Send Fax dialog box, click the **Help** button.

**4** Click **Send Fax Now** when you're ready to begin sending.

To cancel a fax in progress, click the **Cancel** button in the Sony IJP-V100 Status dialog box (displayed while your fax is proceeding) or press **Stop** on the Sony IJP-V100 keypad.

Notes: For more information about the following topics, look under "Using Advanced Fax Features and Settings" later in this chapter:

1) Resolution and Contrast settings are described under "Controlling how your faxed documents will look."

2) Redialing instructions are in the "Redialing a fax number" section.

## Sending a Fax Directly from Your Software Program

You don't need to print a document before faxing it. When you want to fax a document directly from your software program, use this procedure.

**1** While your software program is open and your document file is displayed on your computer screen, select **Print** from the **File** menu.

**2** Select **Sony IJP-V100 Fax** as the printer and click **OK**. (Note: Select this name from where your particular software program stores your printer list. For example, in Microsoft® Word you can find the printer list by clicking the **Printer** button in the Print dialog box.)

**3** **Print** the document. The Send Fax dialog box will be displayed (illustrated on the facing page).

**4** Enter the **fax number** in the Fax Number box, or click an entry from your Phone Book.

**5** Click **Send Fax Now** to begin sending the fax.

To cancel a fax in progress, click the **Cancel** button in the Sony IJP-V100's Status dialog box that's displayed while your fax is proceeding.

Notes: For more information about the following topics, look under "Using Advanced Fax Features and Settings" later in this chapter:

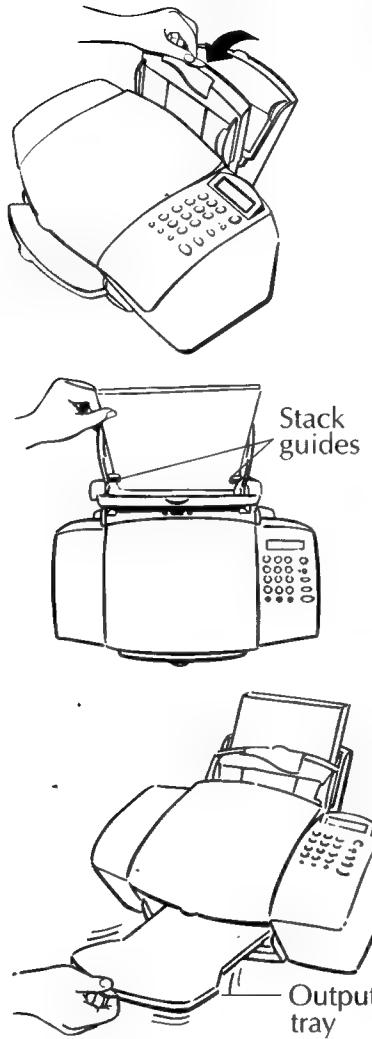
1) Resolution settings are described under "Controlling how your faxed documents will look."

2) Redialing instructions are in the "Redialing a fax number" section.

# Receiving Printed Faxes

The Sony IJP-V100 is factory-set to print received faxes. Before you receive a fax call, be sure to load one of the supported paper sizes for receiving faxes, as described below.

## Loading the paper supply



- ① Pull the document tray forward all the way until it snaps into the upright position.

- ② Load up to 150 sheets of 20-lb paper (about a 1/2-inch-thick stack) into the paper tray.

The paper should fit behind the stack guides on the lower part of the tray as shown. Load sheets with the print side facing you.

Notes:

- 1) Only plain paper may be used for printing faxes.
- 2) Only letter (8.5 x 11 or A4)- or legal-size paper may be used for printing faxes.
- 3) If you change the paper size in the tray, be sure to update the paper size setting in the VAIO Document Space software. Refer to "Changing the paper size setting" later in this chapter under "Advanced fax receive features" for instructions.

- ③ Push the document tray back to its normal position, resting in front of the paper tray.

- ④ Extend the output tray slowly until it stops.

## Answering settings

When you first installed the Sony IJP-V100 software, the Setup Wizard asked you a series of questions about your phone lines and equipment. Your answers determined which option was automatically chosen for each of the Answering settings, and therefore determined how your Sony IJP-V100 was set up to receive faxes.

There are two answering settings that affect how you receive faxes:

- **Phone Answering** (Automatic or Manual). When set to Automatic, the Sony IJP-V100 will automatically answer every call received at your fax number. When set to Manual, you must answer fax calls manually (see the following section, “Manually Receiving Faxes” for instructions).

For instructions on how to change this setting, refer to “Phone Answering: Automatic or Manual” later in this chapter under “Advanced fax receive features.”

- **Rings to Answer** (1 ring through 6 rings). When Phone Answering is set to Automatic, the Sony IJP-V100 will automatically answer all calls after the number of rings specified in this setting. For example, when Rings to Answer is set to 1 ring, your fax line will ring once, then the Sony IJP-V100 will begin sending fax tones. For instructions on how to change this setting, refer to “Changing the number of rings before answering” later in this chapter under “Advanced fax receive features.”

Notes:

- 1) If you *haven't* changed your equipment setup since you answered the questions in the software during your first-time installation, don't change your answering settings now or you may not receive your faxes properly. If you *have* changed your equipment setup, refer to “Updating your fax receive setup” later in this chapter under “Advanced fax receive features” for instructions on how to re-run the Sony IJP-V100 Setup Wizard.
- 2) For a detailed description of how your equipment should be set up and the corresponding answering settings, see “Step 6. Connect Your Equipment” in Chapter 1.

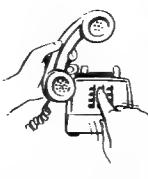
## Manually receiving faxes

If you're set up to receive faxes manually (Auto Answer light on keypad is off), use the following procedure to receive faxes.

- 1 Make sure there are no documents in the document tray, or they may be faxed after the next steps.



Press START OR Dial 1-2-3  
from an  
extension  
phone



② When the Sony IJP-V100 rings, pick up the handset of a telephone that's on the same telephone line as the Sony IJP-V100.

③ Listen for the fax tone, press the Start button on the Sony IJP-V100 keypad, OR, if you're receiving from an extension phone (one that's on the same telephone line as the Sony IJP-V100, but not connected directly to it), dial 123.

④ Now you can hang up the phone anytime, or you can stay on the line to have a conversation after the fax finishes.

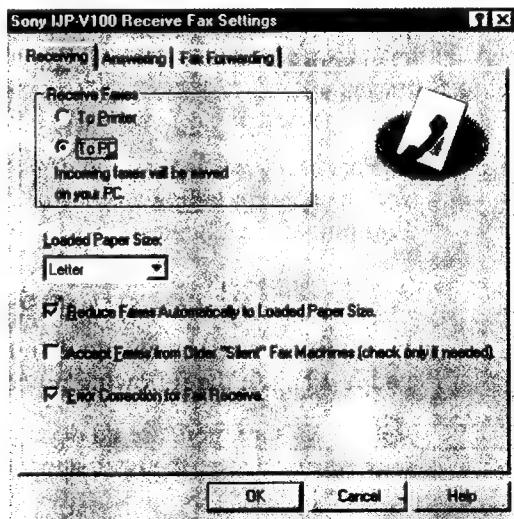
## Receiving faxes to your PC

The Sony IJP-V100 is factory-set to print faxes, not receive them to your PC. To receive faxes to your PC (also called PC faxes), change the Receive Faxes setting.

① On your Windows desktop, double-click VAIO Document Space, click Fax, and select Receive Settings. The Receiving tab will be displayed.

② Select To PC, then click OK.

To receive faxes to your PC instead of printing them, change the Receive Faxes setting to **To PC**.



#### Notes:

- 1) Your computer must be powered on to receive faxes. If it is turned off, your received faxes will be printed.
- 2) If you're set up to receive faxes manually, follow the previous instructions under "Manually receiving faxes." To view or print a received fax, use the instructions in the "Viewing lists of all sent and received faxes" section under "Using Advanced Fax Features and Settings."

## Using Advanced Fax Features and Settings

The following sections describe some of the advanced fax features available with the Sony IJP-V100, both from the keypad and from the software.

### Advanced fax send features

#### ***Controlling how your faxed documents will look***

There are two settings that control how your faxed documents will look when they're printed at the receiving fax machine: Resolution and Contrast.

#### **Changing the Resolution**

The Resolution setting affects the quality, in dots-per-inch (dpi), of your faxed documents, and your transmission speed.

Use this Resolution setting:	For this result:
<b>Fine (factory setting)</b>  (203 x 196 dpi)	<b>Higher quality for words (factory setting).</b> <ul style="list-style-type: none"><li>• Use this higher-quality setting for good all-around quality.</li><li>• Most fax machines can receive faxes at this higher quality setting; if you select this setting and the receiving fax machine doesn't support it, your fax will be sent at Standard resolution.</li><li>• Words will have better quality than graphics and photographs.</li></ul>

<b>Use this Resolution setting:</b>	<b>For this result:</b>
<b>Standard</b> (203 x 98 dpi)	<p><b>Standard quality for words.</b></p> <ul style="list-style-type: none"> <li>• Use this setting when transmission speed is more important than quality.</li> <li>• All fax machines can receive at this setting.</li> <li>• Words will have better quality than graphics and photos.</li> <li>• Fastest fax transmission speed of all the Resolution settings.</li> </ul>
<b>300 dpi</b> (300 x 300 dpi)	<p><b>Best quality for words.</b></p> <ul style="list-style-type: none"> <li>• Only a few types of machines can receive faxes at this setting; if you select this setting and the receiving fax machine doesn't support it, your fax will be sent at the highest supported resolution.</li> <li>• Words will have better quality than graphics and photos.</li> </ul>
<b>Photo</b> (Grayscale image scan up to 300 x 300 dpi)	<p><b>Best quality for photographs and graphics.</b></p> <ul style="list-style-type: none"> <li>• Use this setting when the quality of photographs and graphics in your document is more important than the quality of the words.</li> <li>• Your document will be scanned as a grayscale image (which simulates shades of gray) at up to 300 x 300 dpi.</li> <li>• Slowest fax transmission speed of all the Resolution settings.</li> </ul>

The table on the following page describes how to change the resolution for each type of fax. This setting needs to be changed *before* you begin faxing.

Notes:

- 1) When you change the Resolution setting, it will stay at that setting until you change it again.
- 2) The **Contrast/Resolution** button settings also affect the quality of copies made from the Sony IJP-V100 keypad. See "Optimizing the quality" under "Copying from the Keypad" in Chapter 4.

Type of fax sent:	Where and how to change the Resolution:
<b>Paper fax sent from the Sony IJP-V100's keypad</b>	<p>Change the Resolution with the <b>Contrast/Resolution</b> button on the Sony IJP-V100 keypad.</p> <ol style="list-style-type: none"> <li>❶ Press the <b>Contrast/Resolution</b> button.</li> <li>❷ Press <b>1</b> to select Resolution.</li> <li>❸ Press <b>1, 2, 3, or 4</b> to select the Resolution you want:           <ul style="list-style-type: none"> <li>1 = Standard</li> <li>2 = Fine (the factory setting)</li> <li>3 = 300 dpi</li> <li>4 = Photo</li> </ul> </li> </ol> <p>Note: When you change the Resolution setting from the keypad, the VAIO Document Space software will automatically be updated with the same Resolution setting.</p>
<b>Paper fax sent from the VAIO Document Assistant</b>	<p>Change the Resolution setting in the VAIO Document Space software.</p> <ol style="list-style-type: none"> <li>❶ Double-click the <b>VAIO Document Space</b> icon on your Windows desktop.</li> <li>❷ Click <b>Fax</b> and select <b>Send Settings</b>.</li> <li>❸ In the Paper Fax Quality tab, click <b>Standard</b>, <b>Fine</b>, or <b>300 dpi</b> to select the Resolution you want.</li> <li>❹ Click the <b>Optimize for photo or graphic</b> checkbox if appropriate, then click <b>OK</b>. When selected, your document will be scanned as a grayscale image, then sent at the selected resolution setting (Fine, Standard, or 300 dpi).</li> </ol> <p>Note: When you change the Resolution setting from the VAIO Document Space software, the keypad setting will be automatically updated with the same Resolution setting.</p>
<b>PC fax sent directly from your software program</b>	<p>Change the Resolution setting in the VAIO Document Space software.</p> <p>Use the instructions above for "Paper fax sent from the VAIO Document Assistant." Choose <b>Fine</b> or <b>Standard</b> only; other choices will result in Fine quality transmission.</p>

## Changing the Contrast

Change this setting if you want the faxed document to be lighter or darker than your original document. This setting needs to be changed before you begin faxing.

Notes:

- 1) When you change the Contrast setting, it will stay at that setting until you change it again.
- 2) The **Contrast/Resolution** button settings also affect the quality of copies made from the Sony IJP-V100 keypad. See "Optimizing the quality" under "Copying from the Keypad" in Chapter 4.

Type of fax sent:	Where and how to change the Contrast:
Paper fax sent from the Sony IJP-V100 keypad	<p>Use the <b>Contrast/Resolution</b> button on the Sony IJP-V100's keypad to lighten or darken your fax.</p> <ol style="list-style-type: none"><li>① Press the <b>Contrast/Resolution</b> button.</li><li>② Press 2 to select Contrast.</li><li>③ Press <b>1, 2, or 3</b> to select the Contrast you want: 1=Normal (the factory setting) 2=Lighten 3=Darken</li></ol> <p>Note: When you change the Contrast setting from the keypad, the VAIO Document Space software will be automatically updated with the same Contrast setting.</p>
Paper fax sent from the VAIO Document Assistant	<p>Change the Contrast setting in the VAIO Document Space software.</p> <ol style="list-style-type: none"><li>① Double-click the <b>VAIO Document Space</b> icon on your Windows desktop.</li><li>② Click <b>Fax</b> and select <b>Send Settings</b>.</li><li>③ In the Paper Fax Quality tab, <b>Drag the slider bar</b> in the Contrast area to the setting you want (five settings are available), then click <b>OK</b>.</li></ol> <p>Note: When you change the Contrast setting from the VAIO Document Space software, the keypad setting will be automatically updated with the same Contrast setting.</p>
PC fax sent directly from your software program	Contrast settings are not applied to this type of fax.

## ***Redialing a fax number***

If you dialed the fax number from the Sony IJP-V100 keypad, you can press the **Redial/Pause** button any time to redial the last-dialed fax number.

The Sony IJP-V100 is factory-set to automatically redial at timed intervals up to 5 times after a busy signal.

### **Redialing manually with the Redial/Pause button**

- To immediately begin redialing the last fax number you dialed on the Sony IJP-V100 keypad, press the **Redial/Pause** button. Make sure your document is still loaded in the document tray.

Notes: 1) If you press **Redial/Pause** while in the middle of dialing a fax number, the Pause feature takes effect and a dash (-) will appear in the message display. 2) You can't use the **Redial/Pause** button to redial a fax number that you originally entered in the Send Fax dialog box, however, the automatic redial process described below will begin.

### **Changing the Automatic Redial setting in the software**

Here's how the Automatic Redial feature works:

The fax number will be redialed one minute after the unsuccessful fax (busy, no answer, or both, depending on your settings). If the first redial was unsuccessful, the second redial will begin after a 5-minute wait. After this, the fax number will be redialed up to 3 more times if the transmission continues to be unsuccessful.

If you dialed the fax number from the Sony IJP-V100 keypad, the message display will show the redial countdown time in seconds during the waiting periods (unless the message display is already in use).

- ① Double-click **VAIO Document Space** on your Windows desktop.
- ② Click **Fax** and select **Send Settings**.
- ③ Click the **Dialing** tab.
- ④ In the Automatic Redial area, select either or both **Redial on busy signal** and **Redial on no answer**. To turn off the Automatic Redial feature, make both checkboxes blank.

## ***Entering a pause during keypad dialing***

Press the **Redial/Pause** button to enter a 2-second pause in the middle of your dialing sequence.

A dash (-) will appear on the message display, indicating that the pause will occur at that point in the dialing sequence.

Notes:

- 1) The preferred method of dialing with pauses (to enter a calling card number, for example) is to use the instructions in the "Dialing in real time" section earlier in this chapter.
- 2) If you press **Redial/Pause** at any other time *except* while dialing a fax number, the manual Redial feature takes effect (see description in previous section).

## **Assigning Speed Dial codes**

The number of speed dial codes you have is 100.

### **Assigning a speed dial code to a single fax number**

To make the keypad dialing process faster for a fax number you dial frequently, store it into a speed dial code.

- ① Double-click **VAIO Document Space** on your Windows desktop.
- ② Click **Fax** and select **Phone Book**.
- ③ Choose a) or b) below.
  - a) To create a new phone book name:  
Enter any **name and number information**, then click the arrow next to the Speed Dial entry box and **select a speed dial code**.
  - b) To add a speed dial code to an existing phone book name:  
**Click the name in the list and select a speed dial code**.
- ④ Click **Add to Phone Book** (for new phone book names) or **Apply Changes** (for existing phone book names) to save the information you just entered.

See "Speed dialing" earlier in this chapter for speed dialing instructions.

## **Assigning a speed dial code to a group of fax numbers**

You can group fax numbers you dial frequently (such as your department members at work), and store them into a group speed dial code. You can store up to 20 numbers in a speed dial group.

Each group member must have an assigned speed dial code. If you add the name of someone who doesn't have a speed dial code, one will be automatically assigned to them (if available), and you'll be asked to confirm it. If you prefer to pick your own speed dial code, use the instructions in the previous section to assign it before adding the name to a group speed dial code.

**① Double-click VAIO Document Space on your Windows desktop.**

**② Click Fax and select Phone Book.**

**③ Choose a) or b) below.**

a) To create a new speed dial group:

Click **Create/Modify Group**, then click **Create Group**. In the Create Group entry box, **enter a name for the group** you'll create, and click **OK**. Then **select an unassigned speed dial code** from the group Speed Dial box. Continue at Step 4.

b) To add names to an existing speed dial group:

**Select a name** from the Group Name box, then continue at Step 4.

**④** In the Phone Book list, click on the first **name you want to add** to this group, then click **Add to Group**.

**⑤** Add more names to your group, for a total of up to 20 group members.

## Faxing to a group of fax numbers

Choose from these many methods of faxing to groups.

Type of fax sent	How to fax to a group of fax numbers
Paper fax sent from the Sony IJP-V100 keypad	Dial a group speed dial code you assigned previously in the Phone Book. Use the faxing instructions in the "Speed dialing" section earlier in this chapter. In step 3 of that procedure, enter a speed dial code that you've assigned to a group of numbers. See "Assigning a speed dial code to a group of fax numbers" earlier in this chapter for instructions on creating a speed dial group.
Paper fax sent from the VAIO Document Assistant	<b>Choose from these two methods (a or b):</b> <b>a) In the Send Fax dialog box, select a group name from the Phone Book list.</b> Use the faxing instructions in the "Sending from the VAIO Document Assistant" section earlier in this chapter. In step 3 of that procedure, select a group name from the Phone Book list, then click <b>Send Fax Now</b> . To create a group in the Phone Book, follow the instructions in the "Assigning a speed dial code to a group of fax numbers" earlier in this chapter, with these exceptions: 1) Assigning a group speed dial code is optional, 2) Assigning a speed dial code to individual group members is optional, 3) If you didn't store your group to a speed dial code, you can add as many names as you want to the group, instead of being limited to a total of 20 names. <b>b) In the Send Fax dialog box, create a temporary group to be used only for the current fax.</b> <b>①</b> In the Send Fax dialog box, click <b>Create List</b> . <b>②</b> Enter new names and numbers in the "Fax to:" area, or select names or groups from the Phone Book list. <b>③</b> Click the appropriate <b>Add to List</b> button. <b>④</b> Click <b>Send Fax Now</b> to begin faxing.
PC fax sent directly from your software program	<b>Choose from these two methods (a or b):</b> <b>a) In the Send Fax dialog box, select a group name from the Phone Book list.</b> Use the faxing instructions in the "Sending a fax directly from your software program" section earlier in this chapter. In step 4 of that procedure, select a group name from the Phone Book list, then click <b>Send Fax Now</b> . To create a group in the Phone Book, use the instructions above for the VAIO Document Assistant faxes. <b>b) In the Send Fax dialog box, create a temporary group to be used only for the current fax.</b> Use the instructions above for the VAIO Document Assistant faxes

## ***Changing the information printed at the top of the faxes you send***

When you first installed the Sony IJP-V100 software, you were asked to enter your name and fax number. This information was stored for use in the header that's printed at the top of all of your outgoing faxes.

Notes:

- 1) Only the fax recipient will see this information upon receipt of your fax; it's not printed on your original document.
- 2) The Telephone Consumer Protection Act of 1991 requires that, in the U.S., all outgoing faxes display the sender's identifying name and fax number in a header, footer, or on the cover page of the outgoing fax.
- Use the following procedure to change the fax header information.

- 1 Double-click **VAIO Document Space** on your Windows desktop.
- 2 Click **Fax** and select **Send Settings**.
- 3 Click the **Personal Information** tab and change the information in the two entry boxes in the Fax Header Content area.

## ***Setting Tone or Pulse dialing type***

The Sony IJP-V100 is factory-set for tone dialing. Nearly all phones being used in the U.S. have tone dialing.

Note: Don't change this setting unless you know your phone isn't capable of tone dialing. Pulse dialing is much slower than tone dialing.

- 1 Double-click **VAIO Document Space** on your Windows desktop.
- 2 Click **Fax** and select **Send Settings**.
- 3 Click the **Dialing** tab and select **Tone Dial** or **Pulse Dial** in the Phone Dialing Type area.

## ***Other advanced features for sending faxes***

There are many advanced features available in the Sony IJP-V100 software. The best way to learn about these features is to explore them in the dialog boxes referenced in the following table, and click

Additional features for sending faxes	Where to locate these features in the VAIO Document Space software
<b>Using the Phone Book</b>	<p><b>Phone Book dialog box.</b></p> <p><b>①</b> Double-click <b>VAIO Document Space</b> on your Windows desktop.</p> <p><b>②</b> Click <b>Fax</b> and select <b>Phone Book</b>.</p>
<b>Including an electronic cover page when sending a fax</b>	<p><b>Send Fax dialog box.</b></p> <p>Use the faxing instructions in the appropriate section earlier in this chapter to navigate to the Send Fax dialog box. Then click the Cover Page checkbox and click the Edit button to add a message on your cover page.</p>
<b>Faxing a one-page note that you type into the Cover Page Data dialog box</b>	<p><b>Cover Page Data dialog box.</b></p> <p><b>①</b> Double-click <b>VAIO Document Space</b> on your Windows desktop.</p> <p><b>②</b> Click <b>Fax</b> and select <b>Send Quick Note</b>.</p>
<b>Changing your personal information in the electronic cover page</b>	<p><b>Personal Information tab of the Send Fax Settings dialog box.</b></p> <p><b>①</b> Double-click <b>VAIO Document Space</b> on your Windows desktop.</p> <p><b>②</b> Click <b>Fax</b> and select <b>Send Settings</b>.</p> <p><b>③</b> Click the <b>Personal Information</b> tab and change the information in any of the four entry boxes in the Cover Page Information area.</p>
<b>Scheduling a fax to send at a future time</b>	<p><b>Select Fax Send Time dialog box.</b></p> <p><b>①</b> Double-click <b>VAIO Document Space</b> on your Windows desktop.</p> <p><b>②</b> Click <b>Fax</b> and select <b>Send Fax</b>.</p> <p><b>③</b> Click <b>Send Fax Later</b> and fill in the entry boxes in the Select Fax Send Time dialog box.</p>

## Advanced fax receive features

### **Phone Answering: Automatic or Manual**

When Phone Answering is set to Automatic, the Sony IJP-V100 will automatically answer every call received at your fax number. When set to Manual, you must answer fax calls manually (see the previous section, "Manually Receiving Faxes" for instructions).

When you first installed the Sony IJP-V100 software, the Setup Wizard asked you a series of questions about your phone lines and equipment. Your answers determined the *appropriate* option for this setting (and many others) and the Setup Wizard set it for you automatically.

If you decide to change this setting now, you should do it only temporarily (for one fax only), then change it back, *or*, if you have changed your equipment setup since you first installed the Sony IJP-V100, re-run the Setup Wizard and make your changes there. (Refer to "Updating your fax receive setup" later in this chapter for instructions on how to locate the Setup Wizard.)

To change the **Phone Answering** setting:

- 1** Look at the Sony IJP-V100 keypad to determine the current Phone Answering setting.

If the green **Auto Answer** light is on, the **Phone Answering** setting is **Automatic**, and your Sony IJP-V100 is set to receive faxes automatically. It will automatically answer every call you receive at your fax number — after the number of rings specified in the Rings to Answer setting — then send receiving fax tones.

If the **Auto Answer** light is off, the **Phone Answering** setting is **Manual**, and your Sony IJP-V100 can only receive faxes manually. It will never answer incoming calls automatically.

- 2** Press the **Auto Answer** button to change the setting.

Notes:

- 1) If you *haven't* changed your equipment setup since you answered the questions in the software during your first-time installation, don't permanently change this setting now or you may not receive your faxes properly.
- 2) For a detailed description of how your equipment should be set up and the corresponding answering settings, see "Step 6. Connect Your Equipment" in Chapter 1.

## **Changing the number of rings before answering**

When Phone Answering is set to Automatic, the Sony IJP-V100 will automatically answer all calls after the number of rings specified in the Rings to Answer setting. For example, when Rings to Answer is set to 1 ring, your fax line will ring once, then the Sony IJP-V100 will begin sending fax tones.

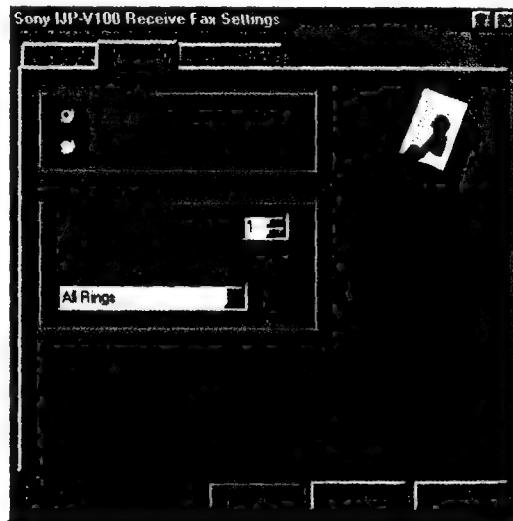
When you first installed the Sony IJP-V100 software, the Setup Wizard asked you a series of questions about your phone lines and equipment. Your answers determined the *appropriate* option for this setting (and many others) and the Setup Wizard set it for you automatically.

If you decide to change this setting now, you should do it only temporarily (for one fax only), then change it back, *or*, if you have changed your equipment setup since you first installed the Sony IJP-V100, re-run the Setup Wizard and make your changes there. (Refer to "Updating your fax receive setup" later in this chapter for instructions.)

To change the **Rings to Answer** setting:

- 1** On your Windows desktop, double-click **VAIO Document Space**, click **Fax**, and select **Receive Settings**.
- 2** Click the **Answering** tab.

Change the Rings to Answer setting in the Answering tab.



- 3** In the box to the right of the **Number of Rings to Answer** area, enter a number between 1 and 6, inclusive.

## **Using Distinctive Ring**

If you have one phone line that receives both voice and fax calls, you may want to use this feature.

The Distinctive Ring feature of the Sony IJP-V100, when used in conjunction with your telephone company's distinctive ringing service, allows both you and the Sony IJP-V100 to distinguish between voice calls and fax calls when you receive both on the same phone line.

Note: Your telephone company may use a different name for this service. For example, it's called "Ident-a-ring" in parts of New Jersey and "RingMaster" in parts of Florida.

Use the following procedure to set up your Sony IJP-V100 and your telephone line for Distinctive Ring.

- 1** Call your telephone company to find out if they have a distinctive ringing service available in your area. At the time of this printing, it is still unavailable in *many* areas.

**Important:** If you can't subscribe to this service through your telephone company, the Distinctive Ring feature on the Sony IJP-V100 *will not work*, and should be set to **All Rings**.

The telephone company's distinctive ringing service allows you to have 2 or 3 phone numbers on the same phone line, which saves you the cost of paying for 2 or 3 separate lines. It also allows you and the Sony IJP-V100 to hear which phone number has been dialed. Each of the phone numbers will have a different ringing sound: One can have a single ring, another can have a double ring, and the third can have a triple ring.

- 2** When you set up the distinctive ringing service with your telephone company, decide how many rings you want to assign to your fax line: single, double, or triple rings.

- 3** If you've already installed the Sony IJP-V100 software, re-run the Sony IJP-V100 Setup Wizard and enter the Distinctive Ring information.

- a) To locate the Setup Wizard, double-click **VAIO Document Space** on your Windows desktop, click **Sony IJP-V100**, and select **Fax Setup Wizard**.
  - b) In the screen that asks if you subscribe to a distinctive ringing service, click **Yes**.
  - c) In the screen that asks you to choose a distinctive ringing pattern, click the **number of rings you assigned in Step 2 above** to your fax line (single, double, or triple). Note: If you want the Sony IJP-V100 to answer both double and triple rings — for example, if you have two separate fax numbers on your distinctive ringing line — choose double and triple rings.
  - d) In the screen that asks you to enter the phone number of your dedicated fax line, enter the **distinctive ringing fax number**.

**4** If you have an answering machine for receiving voice calls on this phone line (using one of the other distinctive ringing phone numbers for your voice calls), set it to answer after 3 or more rings. If you don't, your Sony IJP-V100 will not be able to receive your fax calls.

**5** If you have a PC-modem or an external modem on this phone line (using one of the other distinctive ringing phone numbers), turn off the setting in the modem's software that automatically receive faxes to your computer; if you don't, your Sony IJP-V100 will not be able to receive faxes properly.

## ***Updating your fax receive setup***

When you first installed the Sony IJP-V100's software, you were asked a series of questions about your equipment setup. Your answers determined how the Sony IJP-V100 was automatically set to receive faxes.

If any of the following information has changed since you first installed the software, use the instructions in this section to update your fax receive software settings.

Note: If you don't update the software settings, you may not receive faxes properly.

### **If this information has changed, use the numbered instructions that follow this table:**

- Have you added or removed a distinctive ringing feature to your telephone line?

(This service, if available from your telephone company, allows you to have 2 or 3 phone numbers assigned to the same line. Each number rings with a different pattern so you can tell the difference between incoming calls.)

- Have you added, changed, or removed any phone numbers or fax numbers?

- Have you changed from a dedicated fax line (no voice calls received) to a shared fax line (receive both voice and fax calls) or vice versa?

- Have you added or removed an answering machine or computer voicemail feature on the same telephone line that's connected to the Sony IJP-V100?

- Have you added or removed a modem - either inside your computer or an external box - on the same telephone line that's connected to the Sony IJP-V100?

To update your fax receive settings in the software:

- ① Double-click **VAIO Document Space** on your Windows desktop.
- ② Click **Sony IJP-V100** and select **Fax Setup Wizard**.
- ③ Follow the instructions in all of the Fax Setup Wizard screens, updating where appropriate.

## ***Changing the paper size setting***

When you load a different paper size in the Sony IJP-V100's paper supply tray, you also need to change the paper size in the Fax Receive settings if you'll be receiving faxes on the new paper.

The factory-set paper size to print faxes on is Letter (8.5 x 11 inches). You can also print faxes on Legal-size paper (8.5 x 14 inches) or on A4-size paper (210 x 297 mm).

- ① On your Windows desktop, double-click on **VAIO Document Space**, then click **Fax** and select **Receive Settings**.
- ② Select a new paper size in the **Load Paper Size** area.

## ***Other advanced features for receiving faxes***

There are many advanced features available in the Sony IJP-V100 software. The best way to learn about these features is to explore them by clicking the tabs in the Receive Fax Settings dialog box. Click the **Help** button in each of the tabs for more information about the features and settings.

- To locate the Receive Fax Settings dialog box, double-click on **VAIO Document Space** on your Windows desktop, click **Fax**, and select **Receive Settings**.

## ***Viewing lists of all sent and received faxes***

- ① Double-click **VAIO Document Space**, click **Fax**, and select **Fax History**.
- ② Do any of the following:
  - a) Click the **Sent Faxes** tab to see a list of all the faxes you've sent from the Sony IJP-V100. Both paper faxes and PC faxes (from your software program) you've sent are included.
  - b) Click the **Received Faxes** tab to see a list of all the faxes you've received, both printed faxes and PC faxes. To view a PC fax, **double-click** it. To print a PC fax, **click it once**, then click **Print Fax**.
  - c) Click the **Pending** tab to see a list of faxes that are scheduled to be sent at a future time. (For instructions on how to schedule a fax, see "Scheduling a fax for a future time" under "Advanced fax send features" later in this chapter.)

## Printing the fax reports

There are two fax reports you may want to print from time to time: the Fax History report, and the Last Fax report.

- Fax History report

The Fax History report is a list of the last 30 fax transmissions: both sent and received faxes.

Here's how to print this report:

- ❶ Double-click **VAIO Document Space**, click **Fax**, and select **Fax History**.
- ❷ Click the **Settings** tab.
- ❸ Click the **Print Fax History** button.

- Last Fax report

The Last Fax report is factory-set to print automatically if an error occurs while a fax is being sent or received (**Error only** setting).

To change when the Last Fax report is automatically printed, follow steps 1 and 2 above, then click one of the buttons in the **Automatic Report Printing** area.

## Adjusting sound volumes

There are three sound volumes you can adjust: the volume of outgoing fax calls (dial tone, ringing, and fax tones), the rings for incoming calls, and the beep sounds for the keypad buttons.

- ❶ On your Windows desktop, double-click **VAIO Document Space**, click **Sony IJP-V100**, and select **Settings and Maintenance**. The Volume tab will be displayed.
- ❷ Adjust the volume of outgoing fax calls by making a selection in the **Sound Volume** area, which is factory-set to Soft.
- ❸ Adjust the volume of incoming calls by turning the sound on or off. When **Fax machine rings for incoming calls** is checked, you'll hear the rings; when the checkbox is blank, you won't hear anything when incoming fax calls are received.
- ❹ Adjust the volume of the button beeps by turning the sound on or off. When **Buttons beep when pressed** is checked, you'll hear beeps while pressing buttons, and you'll hear the error beeps when you press the wrong button; when the checkbox is blank, you won't hear anything when you press the buttons.

## Changing the time and date

- When the Sony IJP-V100 is connected to your computer with the bi-directional parallel cable, the time and date shown on the keypad display are taken from the time that's set in your computer. If you need to change the time (for daylight savings, for example) and date, reset them on your computer, and they will be automatically updated in the Sony IJP-V100.
- When the Sony IJP-V100 is disconnected from your computer, then powered off, the time and date information will be lost. The message **Press START to set time/date, or STOP to skip** will be displayed on the Sony IJP-V100. To reset the time and date, you can either reconnect the Sony IJP-V100 to your computer with the bi-directional parallel cable, or you can press the **Start** button on the keypad and follow the instructions for setting the time and date.

# Copying

.....

Read this chapter to learn how to make copies both from the Sony IJP-V100 Keypad and from the software. You'll also learn how to change the copy settings in both locations.

For basic copying, use the keypad. To gain more control over how your copies will look, and to copy long or complex documents, copy from the VAIO Document Assistant on your computer.

*Loading the Paper Supply for Copying .....* 4-2

*Using a Document Carrier  
to Protect Your Original.....* 4-3

*Copying from the Keypad.....* 4-3

- Controlling how your copies will look ..... 4-4
- Optimizing the quality (Resolution setting)..... 4-4
- Darkening and lightening (Contrast setting)..... 4-5
- Automatic collating..... 4-5

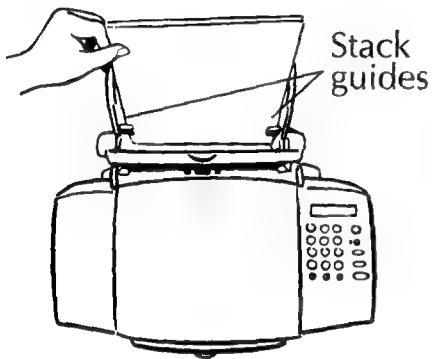
*Copying from the VAIO Document Assistant....* 4-6

- Controlling how your copies will look ..... 4-7
- Optimizing the quality ..... 4-7
- Darkening and lightening (Contrast setting)..... 4-7
- Reducing and enlarging..... 4-7
- Collating: On or Off..... 4-8

# Loading the Paper Supply for Copying



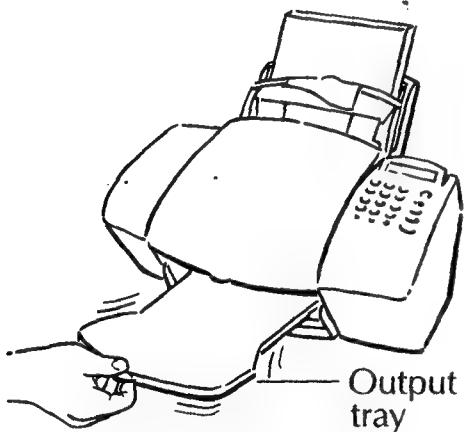
- 1 Pull the document tray forward all the way until it snaps into the upright position.



- 2 Load up to 150 sheets of 20-lb paper (about a 1/2-inch-thick stack) into the paper tray. The paper should fit behind the stack guides on the lower part of the tray as shown.

## Notes:

- 1) Use only plain paper for copying.
- 2) Use only letter- or legal-size paper for copying.
- 3) If you change the paper size in the tray, be sure to update the paper size setting in the software. Refer to "Changing the paper size setting" in Chapter 3 under "Advanced fax receive features" for instructions.



- 3 Push the document tray back to its normal position, resting in front of the paper tray.

- 4 Extend the output tray slowly until it stops.

# Using a Document Carrier to Protect Your Original

Three document carriers are provided in the box with your Sony IJP-V100. (They are protective "sleeves" that have a transparent plastic front and white paper backing.) Use these document carriers to protect your fragile or damaged original documents from potential harm while they're fed through the Sony IJP-V100's document tray.

Place your document inside a document carrier before copying, faxing, or scanning when your original document is:

- Smaller than standard letter size (8.5 x 11 inches). Non-standard pages may not load properly and could jam inside the Sony IJP-V100.
- Torn. Rough edges may cause a paper jam inside the Sony IJP-V100.
- Precious or fragile. For example, a photograph or a legal document.
- Very thin paper. Less than 20-lb weight paper may not load properly and could jam inside the Sony IJP-V100.

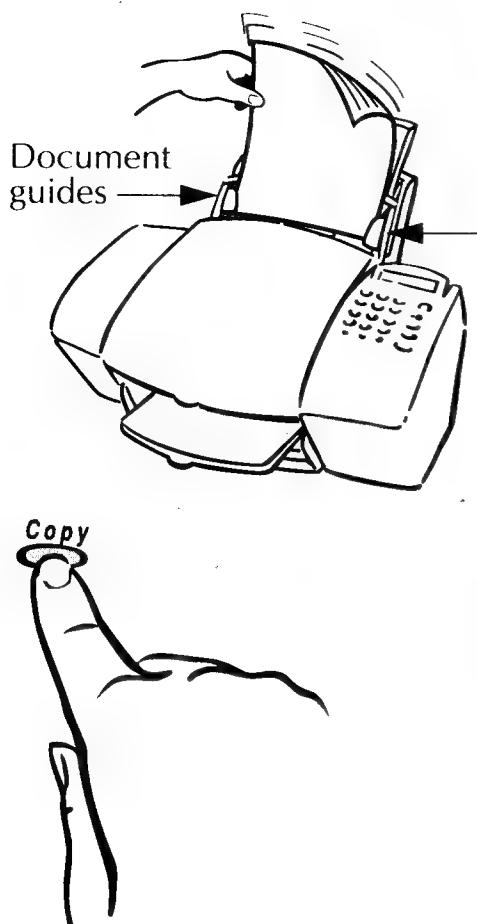
When placing the document carrier into the document tray, load it with the sealed edge down and the transparent side facing away from you.

Caution: To avoid damaging the Sony IJP-V100, do not use the document carrier to protect anything thicker than a photograph.

## Copying from the Keypad

Because of the limited memory available in the Sony IJP-V100, this method is not recommended for copying large or complex documents. If more memory is needed, copy using the VAIO Document Assistant, which uses your computer's memory.

If your original document is a photograph, or if you want your copies to be darker or lighter than your original, use the instructions in the following section, "Controlling how your copies will look."



**1** Load your document with the printed side facing away from you (up to 20 pages, or a single document carrier). If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

Note: Always remove staples and paper clips from your original before faxing to avoid equipment damage.

**2** Press the **Copy** button, then enter the number of copies you want (up to 99).

**3** Press the **Copy** button again to begin copying.

The entire original document will be scanned before copying begins.

The original document will be face-down in the output tray, and the copies will be face-up. For copy collating information, see "Automatic collating" later in this chapter.

To cancel a copy in progress, press the **Stop** button on the Sony IJP-V100 keypad.

## Controlling how your copies will look

When you make a copy from the Sony IJP-V100 keypad, the way it looks is determined by the Contrast and Resolution settings that are selected on the keypad with the **Contrast/Resolution** button.

Note: The **Contrast/Resolution** button settings also affect the quality of paper faxes sent from the keypad. See "Changing the Resolution" under "Using Advanced Fax Features" in Chapter 3.

## Optimizing the quality (Resolution setting)

Before beginning to copy, change the Resolution setting on the keypad to optimize for words, drawings, or photographs

**1** Press the **Contrast/Resolution** button.

**2** Press **1** to select Resolution.

**3** Press **1**, **2**, or **3** to select the best quality for words, or press **4** to select the best quality for photographs and graphics.

Use this Resolution: <sup>*</sup>	For this result:
<b>Standard, Fine, or 300 dpi (factory setting)</b>  (All three settings scan at up to 300 dpi)	<b>Best quality for words and for simple line drawings (factory setting).</b> <ul style="list-style-type: none"> <li>• Use any of these three settings when the quality of the words and simple line drawings is more important than quality of photographs and more complex graphics.</li> <li>• Your document will be scanned at up to 300 dpi no matter which of these three Resolution settings is selected.</li> </ul>
<b>Photo</b>  (Scans as a grayscale image at up to 300 dpi)	<b>Best quality for photographs and for more complex graphics.</b> <ul style="list-style-type: none"> <li>• Use this setting when the quality of photographs and graphics in your document is more important than the quality of the words.</li> <li>• Your document will be scanned as a grayscale image (which simulates shades of gray) at up to 300 dpi.</li> </ul>

\* When you change the Resolution setting, it will stay at that setting until you change it.

## Darkening and lightening (Contrast setting)

Before beginning to copy, change this setting if you want the copy to be darker or lighter than your original document.

- ① Press the **Contrast/Resolution** button.
  - ② Press 2 to select Contrast.
  - ③ Press 1, 2, or 3 to select the Contrast you want:
- 1 = Normal (the factory setting)  
 2 = Lighten  
 3 = Darken

Note: When you change the Contrast setting, it will stay at that setting until you change it again.

## Automatic collating

Copies made from the keypad will be automatically collated (printed in sets), with one exception: When the Photo setting is selected for the Resolution using the **Contrast/Resolution** button (described previously under “Optimizing the quality”), copies will not be collated.

For examples of page number sequences when collating is on and off, refer to “Collating: On or Off” later in this chapter.

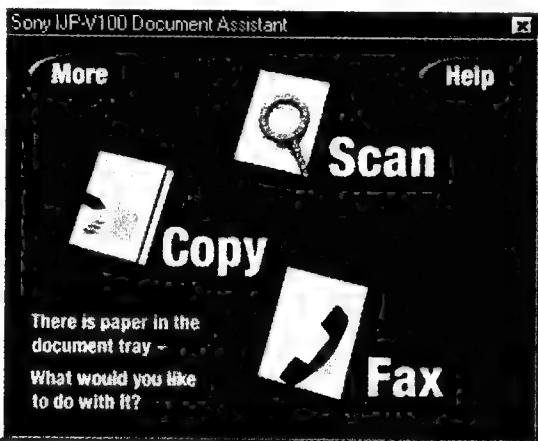
# Copying from the VAIO Document Assistant

This copying method is recommended if you're copying a long document or a complex document (like a photograph) that requires a lot of memory to scan. When you copy from the keypad, only the Sony IJP-V100's limited memory is used, but when you copy using the VAIO Document Assistant, the memory in your computer is used.

- 1 Load your document in the document tray with the printed side facing away from you (up to 20 pages).

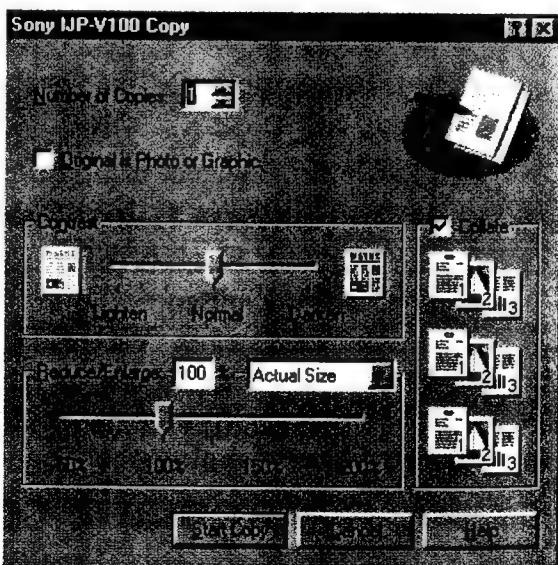
Now look at your computer screen. The VAIO Document Assistant asks you what you'd like to do with the document you've loaded.

When you load our document, the VAIO Document Assistant asks you what you want to do.



- 2 Click **Copy** and the Copy dialog box will be displayed.

Change any of these copy settings before beginning to copy.



- 3 Click **Start Copy** to begin copying.

To cancel a copy in progress, click the **Cancel** button in the Sony IJP-V100 status dialog box (displayed during copying) or press the **Stop** button on the Sony IJP-V100 keypad.

# Controlling how your copies will look

When you make a copy from the VAIO Document Assistant, the way it looks is determined by the settings in the Copy dialog box. These settings will not affect copies made from the keypad.

## Optimizing the quality

The Sony IJP-V100 software is factory-set to optimize the words in your copies. When your original is a photograph or graphic, click the **Original is photo or graphic** checkbox for best quality.

## Darkening and lightening (Contrast setting)

When you want the copy to be darker or lighter than your original document, drag the slider bar in the Contrast area to the Contrast setting you want.

## Reducing and enlarging

When you want the copy to be smaller or larger than your original document, change the Reduce/Enlarge setting.

Note: When **Original is photo or graphic** is selected in the Copy dialog box, you won't be able to enlarge your document.

Reduce/Enlarge* method:	Settings available:
<b>Change the number in the entry box.</b> (Factory setting = 100%)	<b>Enter a number between 50 and 200</b> to reduce to as small as half of the original size or to enlarge to up to twice the size.
<b>Choose from the selection box.</b> (Factory setting = Actual size)	<b>Actual Size</b> makes the copy the same size as your original. <b>Legal to Letter</b> reduces the original from legal-size to letter-size. <b>Letter to A4</b> reduces the original from letter-size width to A4-size width. <b>A4 to Letter</b> enlarges the original from A4-size width to Letter-size width. (Make sure you have letter-size paper in the paper tray when you choose this setting, or your copy will print on multiple pages.)
<b>Drag the slider bar.</b> (Factory setting = 100%)	<b>Drag to a number between 50 and 200</b> to reduce to as small as half the original size or to enlarge to up to twice the size.

\* If you enlarge to a size that won't fit on the paper you have loaded, your copy will be printed on multiple pages.

# Collating: On or Off

The Sony IJP-V100 is factory-set with the collating feature turned On.

Example when Collating is turned On:



If you make 3 copies of a 3-page document, the copies will be printed as shown at left.

Copies are printed face-up, so the last page is printed first in order to maintain the proper collated order in each set.

Example when Collating is turned Off:



- To turn off the collating feature, click the **Collate** checkbox to remove the check mark.

With collating turned Off, each page of your original will be scanned and copied before the next page is scanned. If you make 3 copies of a 3-page document, the copies will be printed as shown at left.

Notes:

- 1) The Collating setting will return to the factory setting (On) after you complete an uncollated copy job.
- 2) Copies made from the keypad will always be collated, regardless of the Collating setting in the Copy dialog box. The only exception to this is when the Photo setting is selected for the Resolution using the **Contrast/Resolution** button (see “Optimizing the quality” under “Copying from the Keypad” earlier in this chapter); copies made at this Photo setting will not be collated.



# Scanning

Read this chapter to learn how to scan your document as an image, and how to scan your document to edit the words (OCR scanning).

All images and text will be scanned in black-and-white or in shades of gray, depending upon which scanning settings you choose.

For more detailed information on using the Sony IJP-V100's software to scan, click the **Help** button in the Scan Settings dialog box.

For more detailed information on OCR scanning, refer to the Caere ® OCR product documentation that was included in the box with the Sony IJP-V100, the *OmniPage® Limited Edition User's Guide*.

## ***Using a Document Carrier to Protect Your Original.....5-2***

## ***Scanning Your Document as an Image .....5-2***

- Scanning from the VAIO Document Assistant ..... 5-2
- Scanning directly into your TWAIN-compliant software program..... 5-5

## ***Scanning Your Document to Edit the Words (OCR) .....5-7***

# Using a Document Carrier to Protect Your Original

Three document carriers are provided in the box with your Sony IJP-V100. (They are protective sleeves that have a transparent plastic front and white paper backing.) Use these document carriers to protect your fragile or damaged original documents from potential harm while they're fed through the Sony IJP-V100's document tray.

Place your document inside a document carrier before copying, faxing, or scanning when your original document is:

- Smaller than standard letter size (8.5 x 11 inches). Non-standard pages may not load properly and could jam inside the Sony IJP-V100.
- Torn. Rough edges may cause a paper jam inside the Sony IJP-V100.
- Precious or fragile. For example, a photograph or a legal document.
- Very thin paper. Less than 20-lb weight paper may not load properly and could jam inside the Sony IJP-V100.

When placing the document carrier into the document tray, load it with the sealed edge down and the transparent side facing away from you.

Caution: To avoid damaging the Sony IJP-V100, do not use the document carrier to protect anything thicker than a photograph.

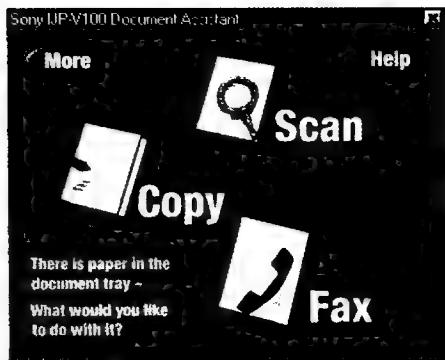
## Scanning Your Document as an Image

### Scanning from the VAIO Document Assistant

**1** Load your document in the document tray with the printed side facing away from you. You can load up to 20 pages (see Step 2 for page-loading restrictions with certain settings), or a single document carrier. If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document. (If you're using a document carrier, load it in the tray with the sealed edge down.)

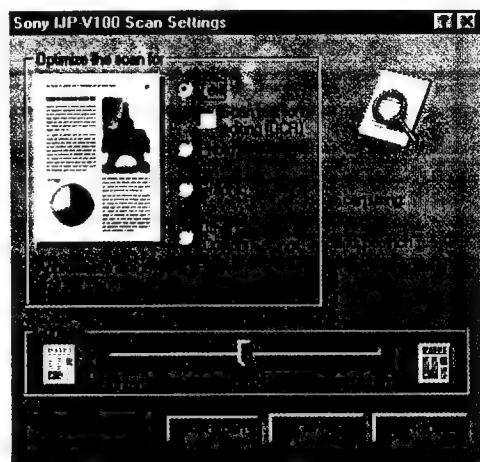
Now look at your computer screen. The VAIO Document Assistant asks you what you'd like to do with the document.

When you load your document, the VAIO Document Assistant asks you what you want to do.



② Click **Scan** and the Scan Settings dialog box will be displayed.

Change any of the scan settings, then click **Start Scan**.



Make any changes you'd like to any of the settings.

- **Text** is factory-selected. Use this setting to make the words and simple line drawings in your document appear to be the clearest elements after scanning. You can scan up to 20 pages, or a single document carrier with this selection.

Note: Do not click **Scan text for editing (OCR)** unless you want to do OCR scanning; refer to "Scanning Your Document to Edit the Words (OCR)" later in this chapter for OCR scanning instructions.

- Click **Photo** to make photographs in your document appear to be the sharpest elements after scanning. You can only scan one page at a time with this selection.
- Click **Graphic** to make more complex illustrations or graphic images in your document appear to be the sharpest elements after

- Click **Other** to choose one of the custom scanning settings. You can only scan one page at a time when you choose grayscale scanning.

Notice that the Resolution setting and the scanning method (black-and-white or grayscale) for the selection is shown on the right side of the dialog box (for example, 300 x 300 dpi and black-and-white for **Text**).

For more information about the Optimize settings or the Contrast settings in the Scan Settings dialog box, click the **Help** button.

**3** Click **Start Scan** to begin scanning.

Your scanned image will be displayed in the Image Viewer window.

(To cancel a scan in progress, click the **Cancel** button in the Sony IJP-V100's **Uploading Image** screen, which is displayed during scanning.)

**4** Use the tools in the Image Viewer window if you want to **modify the scanned image**.

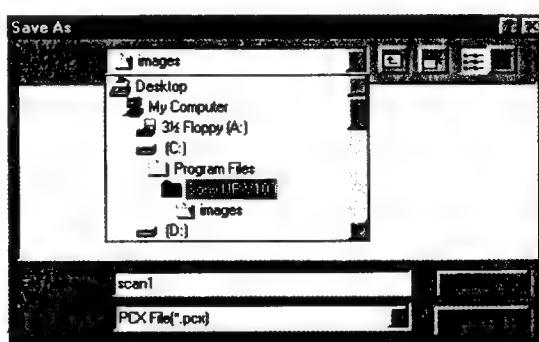
To view multiple scanned pages, click the right and left arrows in the tool bar.

For instructions on using the Image Viewer tools, pull down the Help menu in the Image Viewer window and select **Help Topics**.

Now that you're finished modifying the image, you can save it and then either copy-and-paste or import it into a document.

**5** Pull down the **File** menu and select **Save**. The Save As dialog box will be displayed:

Change the file name, location, or type in the Save As dialog box.



Your first scanned image will be assigned the name "scan1," and subsequent images will be named "scan2," "scan3," etc. Or you can change the name of your scanned document in the "File name" box.

If you don't change the location in the **Save in** box, your scanned image will be saved to **c:/Program Files/Sony IJP-V100/Images** (Windows 95 users).

Select the file format you want in the **Save as type** box.

- 6 Choose either of the following methods to place the scanned image into a document:

**To copy-and-paste the scanned image into a document:**

- a) From the Image Viewer, select the entire image (choose **Select All** from the **Edit** menu), or the portion of the image that you want to keep (use the Image Viewer tools), then select **Copy** from the **Edit** menu.
- b) Open the document in your software program where you want to place the image.
- c) Select **Paste** from the **Edit** menu.

OR

**To import the scanned image into a document:**

- a) Open the document in your software program where you want to place the image.
- b) Select **Import File** (or whatever command your software program uses) from the **File** menu. (Check your software program's documentation if you can't find which command to use.)
- c) Browse to the location in which you saved the scanned image and select its file name.

## **Scanning directly into your TWAIN-compliant software program**

Some software programs use an industry standard called TWAIN to allow images to be acquired directly from scanners. This eliminates some steps from the scanning procedure.

### ***How to tell if your software program supports TWAIN***

At the time of this printing, only a few software programs support the TWAIN standard. Typically, they are image-processing and graphics programs. To find out if your application uses this standard:

- Look for **Acquire** or **Acquire Image** under the **File** menu.
- Check the software's documentation. If you can't find any references to TWAIN, your program doesn't support it.
- Check the Software Compatibility Matrix that's available on the Sony IJP-V100 CD in the Reference Shelf. This document maintains

## **How to scan with TWAIN**

**Note:** If your software program does not support TWAIN, the following procedure will not work.

**1** Make sure your software program has the **Sony IJP-V100 selected as the scanning source**. Usually, you can check this by choosing Select Source from the File menu or by selecting Acquire/Select Source from the File menu in your software program.

If you can't find where to select the scanning source in your software program, check the program's documentation.

**2** Open the file in your software program where you want the image to be placed.

**3** Load your document in the document tray with the printed side facing away from you (as many pages as your software program will allow, or a single document carrier). If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

Note: If the VAIO Document Assistant is displayed at this point, please close it.

**4** Select **Acquire Image** from the **File** menu in your software program. (Some programs may have a slightly different command, like **Acquire**.)

If the Scan Settings dialog box is displayed (illustrated on page 5-3), choose from the many scanning options, or click **Help** for information about the options. Some applications scan using their own settings, however, and in this case the Scan Settings dialog box won't be displayed.

The image will be scanned directly into your application. Now you can edit the image using the tools in your TWAIN-compliant software program.

# Scanning Your Document to Edit the Words (OCR)

Scan using the Optical Character Recognition (OCR) method when your original document has words that you want to edit in your word processing program.

When you scan using OCR, each separate letter and character in your document is compared to a library of letters and characters that have been programmed into the OCR software. When the software finds a match, it's placed in your word processing program.

Keep in mind that this technology isn't perfect. After OCR scanning, you'll still need to proofread your document carefully to make sure none of the letters or characters have been misinterpreted by the software. Even a spell checker won't catch everything.

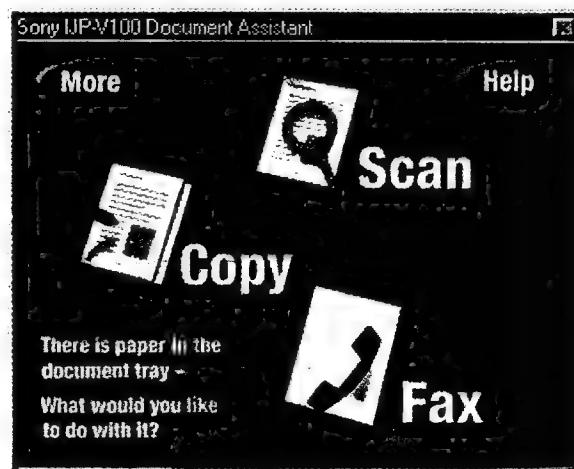
For more information about the OCR software, refer to the Caere documentation that was shipped in the box with the Sony IJP-V100, the *OmniPage Limited Edition User's Guide*.

To scan using OCR:

① Load your document in the document tray with the printed side facing away from you (up to 20 pages, or a single document carrier). If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

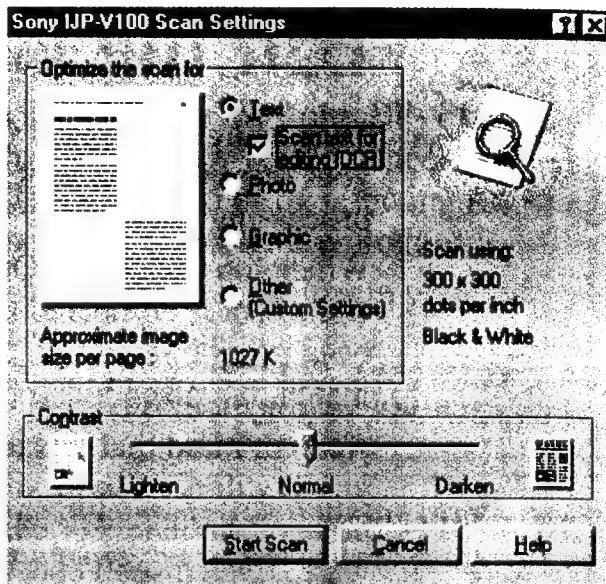
Now look at your computer screen. The VAIO Document Assistant asks you what you'd like to do with the document.

When you load your document, the VAIO Document Assistant asks you what you want to do.



② Click Scan and the Scan Settings dialog box will be displayed

**3** Click the Text and Scan text for editing (OCR) checkboxes.



k Scan text for editing (OCR) to edit the words in your document.

**4** Click Start Scan.

Your document will be scanned into the word processing program that you selected when you first installed the OmniPage OCR software (at the end of the Sony IJP-V100 software installation procedure).

Note: To change the selected word processing program, double-click the **VAIO Document Space** icon on your Windows desktop, click **Sony IJP-V100** and select **Settings and Maintenance**, click the **Software** tab, and select from the **File format for OCR results** menu.

**5** Edit and proofread your scanned document.

# Printing

.....

**R**ead this chapter to learn how to select and load paper, envelopes, and other media, how to

find and use the print settings, and two ways to begin printing – from your Windows software program and from the VAIO Document Space software.

## *Using Paper and Other Media Types.....6-2*

- Selecting paper/media types and sizes ..... 6-2
- Loading tips for paper and other media ..... 6-2

## *Using the Print Settings.....6-5*

- Locating the print settings..... 6-5
- Using the Paper tab settings..... 6-5
- Using the Setup tab settings..... 6-6
- Using the Advanced tab settings ..... 6-7

## *Printing from Your Windows Software Program .....6-8*

## *Printing from the VAIO Document Space .....6-8*

# Using Paper and Other Media Types

## Selecting paper/media types and sizes

The Sony IJP-V100 can print on any of the following paper and media types. Refer to Chapter 7 for Sony paper/media ordering information.

Note: To produce intense, high quality color printing results, use Sony Premium Inkjet Paper or Sony Photo Paper.

Types of Media	Sizes of Media*	Weight
Plain Paper	U.S. letter = 8.5 x 11 in U.S. legal = 8.5 x 14 in U.S. executive = 7.25 x 10.5 in A4 = 210 x 297 mm A5 = 148 x 210 mm B5 = 182 x 257 mm	20 to 32 lb
Envelopes	U.S. #10 = 4.12 x 9.5 in U.S. #9 = 3.88 x 8.88 in DL = 110 x 220 mm C6 = 114 x 162 mm A2 = 111 x 146 mm	n/a
Cards	U.S. index cards = 4 x 6 in, and 5 x 8 in A6 = 105 x 148 mm	40 to 60 lb
Sony Premium InkJet Paper	U.S. letter = 8.5 x 11 in	n/a
Sony Photo Paper	U.S. letter = 8.5 x 11 in	n/a
Sony Greeting Card Paper Avery paper labels (for InkJet printers)	Various	n/a
Transparency-Film for InkJet Printers	U.S. letter = 8.5 x 11 in A4 = 210 x 297 mm	n/a

\* Refer to the "Printing Specifications" section in Chapter 7 for the printing margins (maximum printable area) of each media size.

## Loading tips for paper and other media

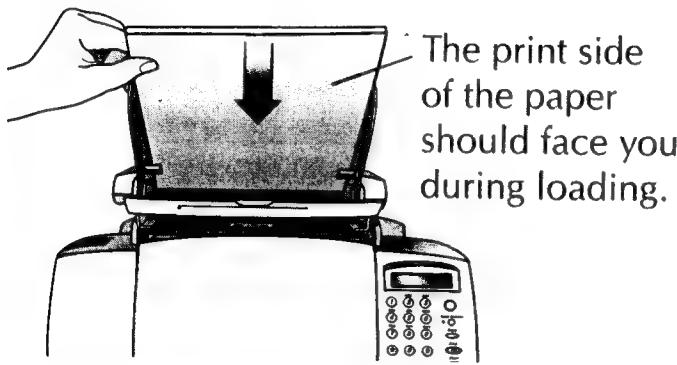
Most papers have a side that's been conditioned for printing and a side that's not conditioned for printing. The so-called "print side" is usually indicated on the paper's packaging. Before loading, check your paper's packaging to determine which is the print side, and *always load with the print side facing toward you.*

For more detail on paper-tray loading, refer to the step-by-step, illustrated instructions in Chapter 1, "Step 5. Load the Paper Supply."

## ***Loading plain and special papers***

- Refer to the following maximums when loading paper:

Plain paper (20-lb bond)	Up to 150 sheets
Sony Premium InkJet Paper	Up to 100 sheets
Sony Photo Paper	Up to 50 sheets
Sony Greeting Card Paper	Up to 50 sheets
Avery paper labels	Up to 25 sheets
Card stock	Up to 50 sheets

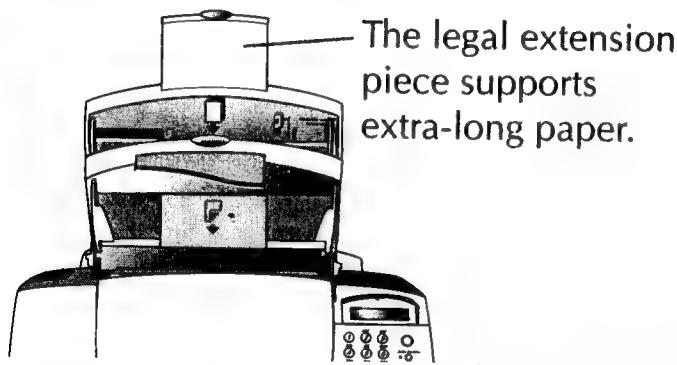


- Load sheets of the above-listed paper with the **print side facing toward you**.

Sony Premium InkJet Paper:  
The print side has no corner arrow.

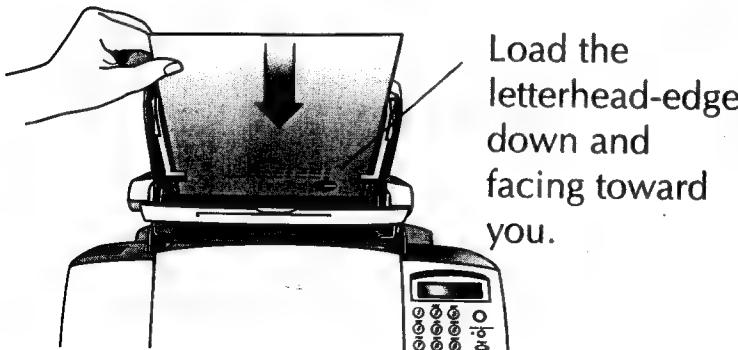
Sony Photo Paper:  
Load with the glossy side facing you.

Avery paper labels:  
Load with the labels facing you.



- Before loading legal-size paper, or other extra-long paper, be sure to pull up the **legal extension piece** at the back of the paper tray. Note: If it's difficult to extend the legal extension piece, hold the side of the tray with one hand, and pull up on the extension piece with the other hand.

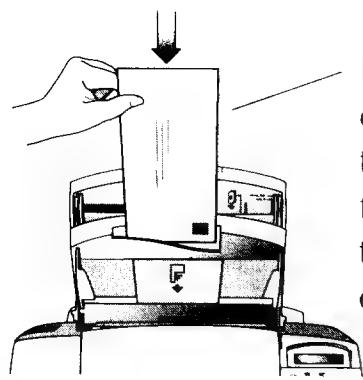
## ***Loading letterhead paper***



- Load letterhead paper with the **letterhead-edge down and facing toward you**.

## ***Loading the single-envelope slot***

- To print on a single envelope, it's most convenient to use the single-envelope slot, so you don't have to remove any paper you already have loaded in the paper tray.



Load a single envelope with the address facing you and the stamp-edge down.

- Load a single envelope as shown, with the **address-side facing toward you and the stamp-edge down**.

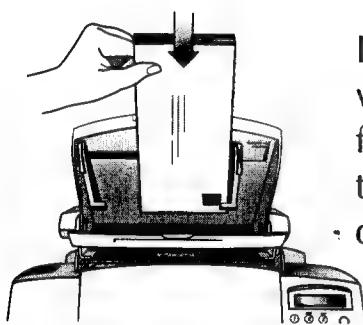
- Change the paper size in the print settings to the envelope size you loaded. Refer to “Using the Paper tab settings” later in this chapter.

## Loading multiple envelopes



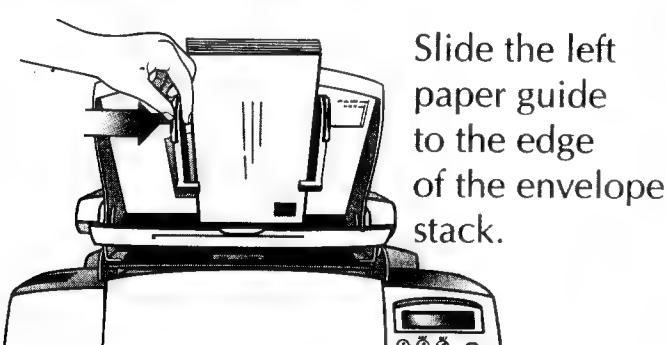
Slide the right paper guide to the envelope position.

- ➊ Pull the document tray forward and remove any paper from the paper supply tray.



Load envelopes with the address facing you and the stamp-edge down.

- ➋ Pinch and slide the **right paper guide** to the envelope position.



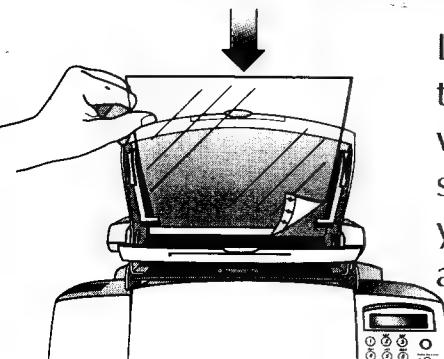
Slide the left paper guide to the edge of the envelope stack.

- ➌ Load the stack of envelopes (up to 10) with the **address-side facing toward you and the stamp-edge down**. Align the right edge of the stack with the right paper guide.

- ➍ Pinch and slide the **left paper guide** until it touches the left edge of the envelope stack.

- ➎ Push the document tray backward until it rests against the paper tray.

## Loading transparencies



Load the transparencies with the rough side facing you and the adhesive-strip edge down.

- Load transparencies (up to 50) with the **adhesive-strip edge down and facing away from you, and the rough side facing toward you**. The arrows on the adhesive strip will be on the side of the transparency that faces away from you.

# Using the Print Settings

## Locating the print settings

Two of the ways you can locate the print settings are described below.

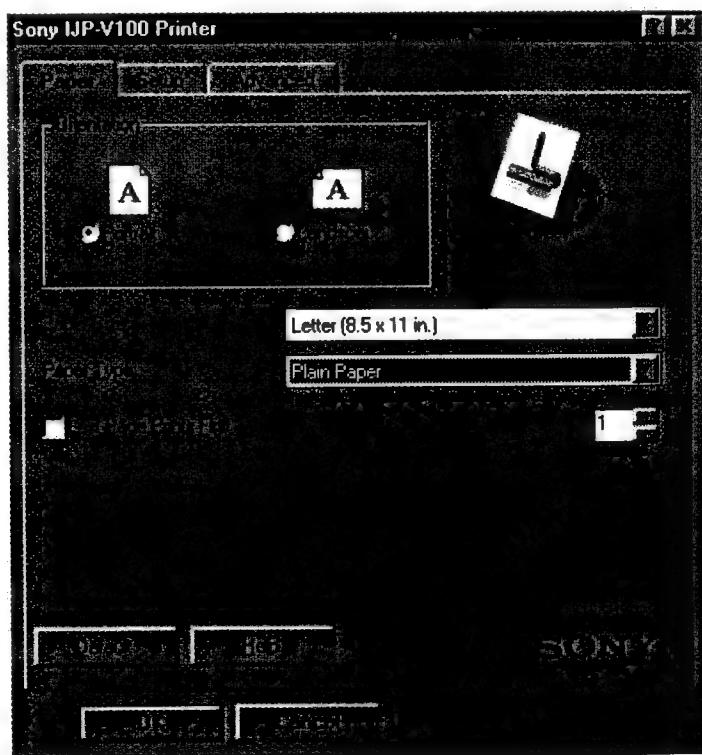
- **From within your Windows software programs.** Use this method to make temporary (per job) changes to the settings. Typically, you first select **Print** or **Print Setup** from the File menu of your software program, then select **Setup**. However, each software program determines the path you need to take through its menus and printer setup dialog box in order to display the print settings.
- **From the VAIO Document Space.** Use this method to change the factory (default) settings, which will be applied to all print jobs until you change the setting. Double-click the **VAIO Document Space** icon on your Windows desktop, then click **Print** and select **Print Settings**.

## Using the Paper tab settings

Use the **Paper** tab to change the paper orientation, the paper size, the paper type, the sequence of the pages, and the number of copies.

For detailed information about each setting, click the **Help** button at the bottom of the dialog box, then click the **Reference** tab.

The Paper tab  
in the print settings

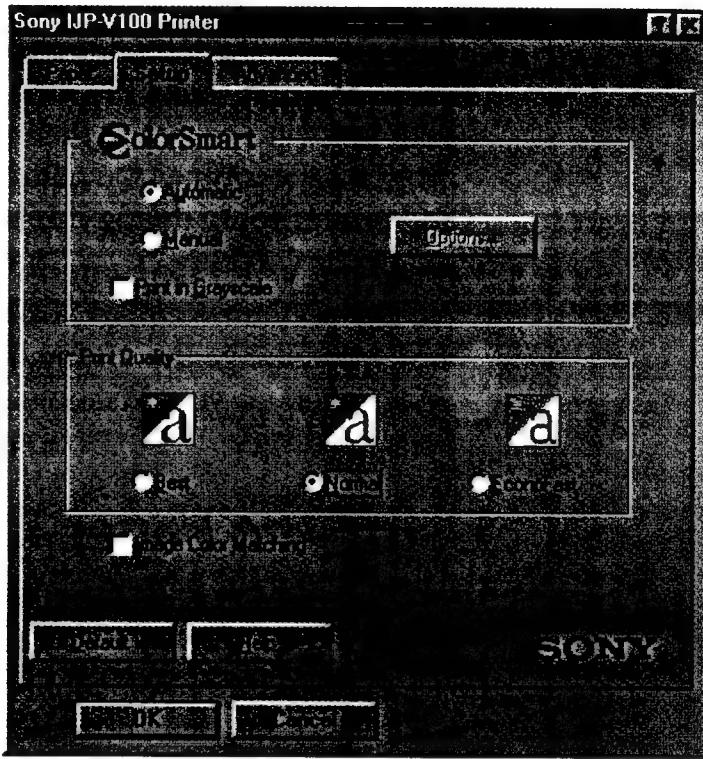


# Using the Setup tab settings

Use the **Setup** tab to control the print quality, the print speed, and the ColorSmart print settings.

For detailed information about each setting, click the **Help** button at the bottom of the dialog box, then click the **Reference** tab.

The Setup tab  
in the print settings



## *Print quality and speed*

**Normal** is the factory-set quality. It has medium quality and medium speed: 2.5 pages per minute (ppm) for monochrome printing, and 0.7 ppm for color printing.

Choose **EconoFast** for draft quality and the fastest speed: 4 ppm for monochrome printing, and 1 ppm for color printing.

Choose **Best** for the highest quality output. It has the slowest speed: 1 ppm for monochrome printing, and 0.3 ppm for color printing.

## *Printing in color*

The Sony IJP-V100 prints in color when a color-capable software program is used with the VAIO Document Space software.

To print in color, be sure you have created color text or pictures within your document, then make sure color printing is turned on in your software program. Color printing is typically turned on as the factory setting in your software program's Print dialog box.

The Sony IJP-V100 is factory-set to print in color; however, if you have changed the settings, be sure the **Automatic ColorSmart** option is selected and the **Print in Grayscale** option is unselected in the Setup tab of the print settings.

The quality of your color printing depends partly on how the four inks — black, cyan, yellow, and magenta — are placed on the printed page. Your Sony IJP-V100 uses ColorSmart technology to intelligently analyze your documents at the time of printing to provide the best color output. ColorSmart identifies each element on a page — text, simple graphics, or complex graphics such as photographic images — and automatically applies the appropriate color settings to each element during printing.

## **Printing in grayscale**

If you want to economize on the use of the color print cartridge, or if you want to print significantly faster, print draft copies of your color documents in grayscale.

- To print in grayscale, select the **Print in Grayscale** option in the Setup tab.

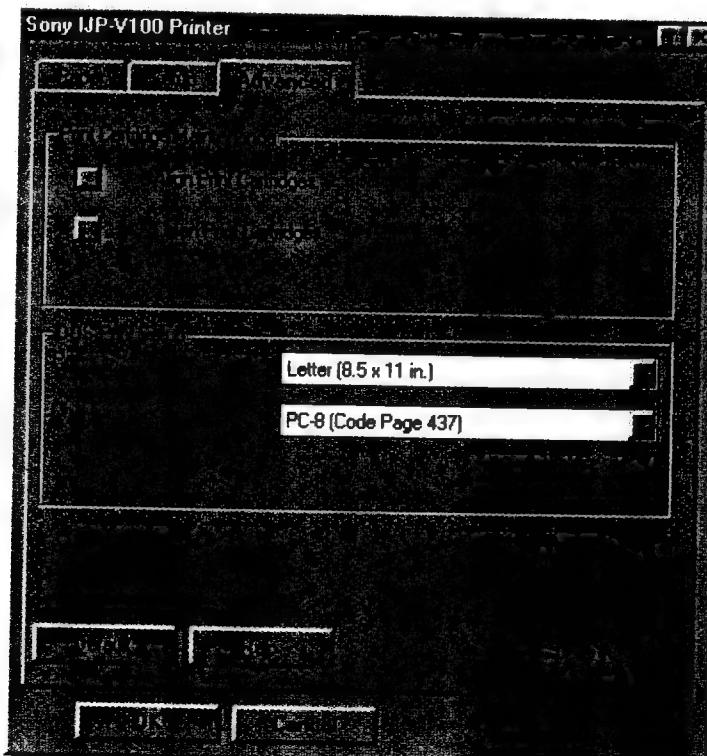
## **Using the Advanced tab settings**

The Help system recommends that aligning or cleaning the print cartridges may solve some printing problems. If this corrective action is recommended for your particular problem, click the appropriate button in the **Print Cartridge Maintenance** area in the **Advanced** tab.

If you print from DOS programs that run under Windows, you may need to change the **Paper Size**, **Character Set**, or **Form Feed Timeout** settings in the **Advanced** tab.

For detailed information about each setting, click the **Help** button at the bottom of the dialog box, then click the **Reference** tab.

Advanced tab  
in the print settings



# Printing from Your Windows Software Program

- ❶ In your software program, select **Print** from the File menu. The software program's Print dialog box is displayed.
- ❷ Make sure the **Sony IJP-V100 Printer** is the selected printer, then select **All**, **Current Page**, or the specific pages of the file you want to print and the number of copies.
- ❸ If necessary, change any of the other print settings (in the three previously-described tabs: **Paper**, **Setup**, and **Advanced**) by clicking **Properties**, **Printer Setup**, or **Printer** in the program's Print dialog box or **Print**, **Print Setup**, or **Page Setup** in the File menu. Changes made to these print settings will affect only the current print job.  
Note: Instead of **Print**, **Print Setup**, or **Page Setup**, your program may have another similarly-named option in the File menu.
- ❹ Click **Print** to begin printing.

## Printing from the VAIO Document Space

- ❶ If necessary, change any of the print settings (in the **Paper**, **Setup**, and **Advanced** tabs) using either of the methods described in "Locating the print settings" earlier in this chapter.
- ❷ Double-click the **VAIO Document Space** on Windows desktop.
- ❸ Click **Print** and select **Print** from the menu. The Print dialog box will be displayed.
- ❹ Select the file you want to print and click the **Print** button.

# 7 Specifications

This chapter provides detailed information on the product specifications, ordering instructions for supplies and accessories, and regulatory information.

## *Product Specifications* ..... 7-2

- Overall Specifications ..... 7-2
- Printing Specifications ..... 7-2
- Faxing Specifications ..... 7-3
- Copying Specifications ..... 7-4
- Scanning Specifications ..... 7-5

## *Ordering Information* ..... 7-5

## *Regulatory Information* ..... 7-6

- Notice to users of the U.S. telephone network:  
FCC requirements ..... 7-6
- Electromagnetic or radio frequency interference:  
FCC requirements ..... 7-7

# Product Specifications

The specifications that follow are subject to change without notice.

## Overall Specifications

### Dimensions

With tray installed

17.0w x 14.15d x 10.15h (inches)  
430w x 359d x 258h (mm)

Without tray installed

17.0w x 11.25d x 8.15h (inches)  
430w x 285d x 207h (mm)

### Weight

15 lb (6.80 kg)

### Power Supply

120 V, grounded

### Power Consumption

9 watts at idle, 25 watts maximum

### Operating Environment

Temperature range for best print quality:  
15°C (59°F) to 35°C (95°F)

Allowable temperature/humidity range:  
5°C (41°F) to 40°C (104°F)  
15-80% relative humidity non-condensing

Maximum noise level generated:

Sound Power, LwAd = 5.8 dB(A)  
Sound Pressure, LpAm = 50 dB(A)

### Reliability

50,000 page life (printer)  
20,000 pages life (scanner)  
830 printed pages per month maximum

## Printing Specifications

### Print Method

Plain paper drop-on-demand thermal inkjet

### Print Speed

Monochrome

Best Mode = 1 ppm (page per minute)

Normal Mode = 2.5 ppm

EconoFast Mode = 5 ppm

Color

Best Mode = 0.3 ppm

Normal Mode = 0.7 ppm

EconoFast = 2 ppm

### Software Compatibility

Windows 95.

### Printer Command Language

HP PCL Level 3

### Print Cartridge Type

- Black Sony IJC-B1 or HP51629A
- Color Sony IJC-C1 or HP51649A

### Printer I/O Interface

Bi-directional Parallel (Centronics)

(continued on next page)

## **Printing Specifications (Continued)**

### **Paper Sizes\***

#### **Plain paper**

U.S. letter = 8.5 x 11 in  
U.S. legal = 8.5 x 14 in  
U.S. executive = 7.25 x 10.5 in  
A4 = 210 x 297 mm  
A5 = 148 x 210 mm  
B5 = 182 x 257 mm

#### **Envelopes**

U.S. #10 = 4.12 x 9.5 in  
DL = 110 x 220 mm  
D6 = 114 x 162 mm  
A2 = 111 x 146 mm

#### **Cards**

U.S. index cards = 4 x 6 in; 5 x 8 in  
A6 = 105 x 148 mm

#### **Transparencies**

U.S. letter = 8.5 x 11 in

\* Maximum width = 8.5 in (214 mm)  
Maximum length = 14 in (355 mm)

### **Paper/Media Types**

#### **Plain paper**

#### **Card Stock**

#### **Envelopes**

Sony Premium InkJet Paper  
Sony Photo Paper  
Sony Greeting Card Paper  
Avery paper labels (for InkJet printers)  
Transparency film for InkJet printers

### **Paper Weight**

Plain = 20 to 32 lb  
Card Stock = 40 to 60 lb

### **Paper Margins (Printing)\***

#### **Plain paper:**

Top margin = 2.0 mm  
Bottom margin = 14 mm  
Left/Right margins:  
U.S. = 6.3 mm  
International = 3.4 mm

#### **Envelopes and cards:**

Top margin = 2.0 mm  
Bottom margin = 19 mm  
Left/Right margins = 3.2 mm

\* These margins represent the maximum printable area for this device. However, your printer driver may create a smaller printable area.

### **Tray Capacities**

Plain paper (20-lb bond)	150 sheets
Card stock	50 sheets
Envelopes	10 envelopes
Sony Premium	
InkJet Paper	100 sheets
Sony Photo Paper	50 sheets
Sony Greeting Card Paper	50 sheets
Avery Paper Labels	25 sheets

## **Faxing Specifications**

### **Compatibility**

ITU Group 3 fax / standard Error Correction Mode (ECM)

### **Transmission Speed**

6 seconds/page (ITU-T Test Image #1)

### **Modem Speed**

14400, 12000, 9600, 7200, 4800, 2400 bps

### **Automatic Fax/Telephone Answering Machine (TAM) Switching**

Yes

### **Fax Image Memory**

65 pages (ITU-T Test Image #1)

### **Distinctive Ring Detect**

Yes

(continued on next page)

## **Fax Specifications (Continued)**

### **Fax Blocking/ Automatic Fax Forwarding\***

Yes

\*This option is only available using the VAIO Document Space software.

### **Fax Resolution**

Standard = 200 x 100 dpi  
Fine = 200 x 200 dpi  
300 dpi = 300 x 300 dpi  
Photo = 300 dpi grayscale

### **Paper Sizes (Faxes Sent)\***

U.S. letter = 8.5 x 11 in  
U.S. legal = 8.5 x 14 in  
A4 = 210 x 297 mm

\* Maximum Width = 8.5 in (216 mm)  
Maximum Length = 14 in (355 mm)

### **Paper Weight (Faxes Sent)**

20- to 24-lb

### **Paper/Media Types (Faxes Sent)**

Plain paper  
Sony Document Carrier Sheets

### **Paper Margins (Faxes Sent)**

Top margin = 3.0 mm  
Bottom margin = 2.0 mm  
Left/Right margins:  
    U.S. letter = 0.0 mm  
    A4 = 0.0 mm

### **Document Tray Capacity**

20 sheets of 20-lb bond paper

### **Speed Dial Numbers**

100

## **Copying Specifications**

### **Copy Speed**

1 ppm (page per minute) first page  
2 ppm thereafter

### **Copy Resolution**

Text setting = 600 x 300 dpi  
Photo setting = 300 dpi grayscale

### **Multiple Copies**

Up to 99

### **Copy Reduction/Enlargement\***

50-200%

\* This option is only available using the VAIO Document Space software.

### **Paper Sizes (Paper Tray)\***

U.S. letter = 8.5 x 11 in  
U.S. legal = 8.5 x 14 in  
A4 = 210 x 297 mm

### **Paper Sizes (Document Tray)\***

U.S. letter = 8.5 x 11 in  
U.S. legal = 8.5 x 14 in  
A4 = 210 x 297 mm

\* Maximum Width = 8.5 in (216 mm)  
Maximum Length = 14 in (355 mm)

### **Paper Margins (Copying)**

Top margin = 3.0 mm  
Bottom margin = 2.0 mm  
Left/Right margins:  
    U.S. letter = 0.0 mm  
    A4 = 0.0 mm

### **Paper/Media Types (Document Tray)**

Plain paper  
Sony Document Carrier Sheets

### **Paper Weight (Document Tray)**

20- to 24-lb

# Scanning Specifications

**Scan Resolution**

600 dpi — up to 256 shades of gray  
(enhanced)

A4 = 210 x 297 mm

\* Maximum Width = 8.5 in (216 mm)  
Maximum Length = 14 in (355 mm)

**Paper Margins (Scanning)**

Top margin = 3.0 mm  
Bottom margin = 2.0 mm  
Left/Right margins:  
U.S. letter = 0.0 mm  
A4 = 0.0 mm

**Paper/Media Types (Document Tray)**

Plain paper  
Sony Document Carrier Sheets

**Paper Weight (Document Tray)**

20- to 24-lb

**Paper Sizes (Document Tray)\***

U.S. letter = 8.5 x 11 in  
U.S. legal = 8.5 x 14 in

## Ordering Information

To order the Sony supplies and accessories listed below, contact your nearest Sony dealer or call Sony at 1-800-571-SONY.

Supply/Accessory	Sony Reorder Number
High Capacity Sony Black InkJet Print Cartridge	IJC-B1
High Capacity Sony Color InkJet Print Cartridge	IJC-C1
Media	
Sony Premium InkJet Paper (U.S. letter)	IJM-100PR
Sony Greeting Card Paper	IJM-50GC
Sony Photo Paper (U.S. letter)	IJM-20PH

# Regulatory Information

The following sections describe the product requirements from the Federal Communications Commission (FCC, U.S. only).

## Notice to Users of the U.S. Telephone Network: FCC Requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

**Note:**

The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

## **Electromagnetic or Radio Frequency Interference: FCC Requirements**

This equipment generates and uses radio frequency energy and may cause interference to radio and television reception. Your facsimile complies with the specifications of Part 15 of the Federal Communications Commission rules for a Class B digital device. These specifications provide reasonable protection against such interference in residential installation. However, there is no guarantee that interference will not occur in a particular installation. If the facsimile does cause interference to radio or television reception, which can be determined by turning the facsimile off and on, you can try to eliminate the interference problem by doing one or more of the following.

- Reorient the receiving antenna.
- Reorient the position of the facsimile with respect to the receiver.
- Move the facsimile away from the receiver.
- Plug the facsimile into a different outlet so that the facsimile and the receiver are on different branch circuits.

If necessary, consult an authorized Sony service agency or an experienced radio/television technician for additional suggestions. You may find the following booklet, prepared by the Federal Communications Commission, to be helpful: "How to Identify and Resolve Radio/TV Interference Problems." This booklet is available from the US Government Printing Office, Washington DC 20402, Stock No. 004-000-00345-4.

**CAUTION:**

Changes or modifications not expressly approved by Sony for compliance could void the user's authority to use the equipment.

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